

## Board of Directors Meeting Minutes

Child Care Center in Norwich

May 6, 2019

5:30-7:00 pm at the Center

**Present:** Executive Director Allison Colburn; Board Members, Hannah Caldwell, Marisa Donovan, Jane LeMasurier, Julia Rabig; Katie Crouch

**Tuck Interns:** Linda Monteiro

**Minutes:** None approved.

Spring Spree:

- Marisa: Found music
- Julia: Follow-up with Miranda, need 5 tables, find out about where to pick up/return key
  - Follow up with Skinny Pancake
  - Get Cedar Circle stuff
  - Find out if there is power in gazebo
- Jane:
  - Ken is a maybe
- FOR 2020: Make sure that we check with Co-op about Cowpie Bingo to be sure no conflict.

Placement:

Obstacle course in the center.

Boisvert: Want a space off, park along green inside fence .

Jane: Signs—excavator, food truck, kid logo, train

Miranda: Get sandwich board from Lily

Miranda: Got a few crafty things to use for kids' prize.

Tuck Intern Report: Full report to Marisa, now on drive

Strengths: True connection to the child care center

Improvement: Formal structure and goals for the year, recruitment, find people and identify what they can contribute. Codifying what you're doing and be able to tell people the work that is accomplished. Part of motivational piece too.

External professional development opportunities

Up-front onboarding of members

Action orientation—getting into the details.

Recommendations:

Use Spring Spree to reach out to new board members; reach out to people who have special skills, could help with upcoming needs; prepare a handout

Jane suggests we have a sign-up and information at the fundraiser, prepare to talk with parents

Follow-up, give prospective members tangible sense of what needs to be done.

What are the ways that being on the board has value? Bringing in speakers, outside influence, experience valuable to board members.

Specific projects:

Running staff survey; revising fee schedule—keep in mind specific tasks that might shape recruitment

Consider making language more action-oriented, not just descriptive

Mission statement, pillars that support it, goals that will advance this.

Staff Appreciation Week:

15 Staff (website accurate, Zia replaces Olivia on maternity leave)

Hannah: Monday

Jane: Tuesday

Wednesday: Marisa

Thur: Katie

Fri: Julia

Budget:

Allison: Board discussed two versions of budget and decides on version 2 to make a market adjustment to wages.

Marisa: Julia makes a motion; Jane seconds; all approve.

Letter must be sent to staff by June 1 and budget goes into effect July 1.

Annual Meeting, June 3, 2019

Hannah says Anya is willing, want 3 concrete focus points. Suggests we post something in the center where parents could ask. Allison suggests a survey monkey to parents about their nutrition concerns. What's your most pressing concern about feeding your child?

Katie—shows example of “mom hacks” event—could be useful to market to parents because it seems immediately useful.

Hannah will create Facebook event and poster