

Board of Directors Meeting Minutes

Child Care Center in Norwich

October 7, 2019

5:30-7:00 pm at the Center

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

Director's report: Changes to STARS will be postponed to 2020-22. Still possible, but decision on hold. This means NAECY may not go away; CCCN needs to lease new copiers. We had a rent-to-own lease on our current machine, which is 11 years old. Service contract has gotten more expensive and needs frequent attention, so more efficient to lease a new one with greater capabilities.

Site director variance for Cassandra has happened.

Staffing update: Staffing continues to be a challenge; now posting on Indeed; Allison conducted recent Skype interview; also a follow-up visit to be scheduled with a candidate who is finishing school and moving to the area; a third person who wants part-time work is returning for site visit.

Search committee update:

The following action steps emerged from mid-Sept board meeting on hiring:

- Board members at each potluck to discuss with parents the transition and board recruitment.
- Contact with potential members:
 - Ask Julie to be a staff representative
 - Wendy Teller-Ellsberg (CCCN parent and former Board member) willing to help interview, act in advisory role, but can't commit to more right now.
 - Marlene McDonald has agreed to do it; she'll provide financial expertise
 - Lisa Sjostrom: former Ray School principal
 - Dawn Averitt: Former parent with board and nonprofit experience
 - Brie Swenson asked to participate
 - Dan Fraser agreed
- Julia to set up appts with bookkeeper and accountant
- Setting up search committee mtg soon.
- Jane and Graham will host a staff dinner to discuss changes; Marisa suggests surveying staff ahead of time.

Fall Appeal:

- Katie's friend Liz will design, estimates 4 hrs at \$50/hr.

- Katie has drafted appeal language
- Julia to get some pictures of kids in afterschool; we have estimate from Gnomon, expecting one from Budget Print.