

# WTG Board Meeting

August 8, 2023 7:00pm-8:00pm

**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Jennifer Duren, Vice-President

**Note taker:** Alex Townsend, Secretary

**Attendees:** Amy Flinn, Melanie Carpenter, Jennifer Duren, Clare York, Megan Hagerty, Cindy Druschba, Alex Townsend, Eve Seitz, Cressie Fischer

**Absent** Ashley Clarke, Lesley Clawson



## Call to Order 7:07

### Approval of Minutes from Last Meeting <sup>1</sup> 3 minutes

The July minutes were approved with the following amendment at the direction of Clare in order to secure our insurance. "No other individual authorized to sign checks on behalf of WTG" to be added to paragraph listing named check signers. Jen motioned, Clare so moved and Meg seconded.

### Ice Breaker-Jen 15 minutes

Jen noted she was not added to board emails. Eve said she would amend this.

Jen asked the board what they enjoyed most about summer and what they were most looking forward to about fall. Clare said that she had really enjoyed spending time with Marth outside in the paddling pool and she was really looking forward to her holiday to the UK coming up in the early fall. Eve her 3 year old had been to camp and she was looking forward to spending some time with her family at her dad's cabin near Monroe.

Jen reported Harper's swimming had really improved since spending a week at Lake Chelan and she really enjoyed fall pumpkins and sweaters! Megan recounted her family trip to Mexico where Rex overcame his fear of swimming with. She was really looking forward to settling in more.

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<sup>1</sup> Robert's Rules of Order Motion Language:  
Person motioning "I move to \_\_\_\_\_"  
First person "So moved"  
Second person "I second"  
Person motioning "All in favor? All opposed"

Cindy said that she really enjoys sleeping with the window open during summer so she can feel the quietness. She noted that she was looking forward to juggling her grandchildren's schedules. Amy shared that her oldest son is a senior, so she's been visiting colleges with him and she's been enjoying going to softball matches with her second son. She was anticipating being back on a good fall schedule.

Cressie shared she had spent the summer around the water with her oldest 2 in summer swim teams and Julia had been enjoying the lake and beach. She was looking forward to a fall routine. Alex reported she had been with her family to go back to the UK to visit friends and relatives and was going to enjoy the fall light and drop in temperature. Melanie's summer had been a real sweet spot as she had watched her boys bloom. She was looking forward to going back to work. routine and entering a routine. Her youngest starts kindergarten in September.

### **Board Housekeeping - Jen 12 minutes**

Jen mentioned it had transpired that last year's yearbook access link had expired. A parent has been emailing to renew the link. Amy suggested the board reach out to Angel who made last year's yearbook.

Quick inventory of mailbox keys. Jen has one currently, Clare does too and so does Lesley. Is this too many keys?

Jen reminded the board about the parade. on Saturday meet at 10-10:30. There would be a meetup on Thursday 3pm in order to sticker up some duckies. There was enough materials to decorate strollers.

Board setup is Monday August 14th, be there at 9am. Kids can come too! The more people there the faster it is!

Open house Saturday August 26th at 9:3 and will be a great opportunity to recruit more people! . Jen asked if anyone was able to come?

### **Registration -Jen on behalf of Lesley 1 minute**

Wobblers have 8 students out of possible 16, (Thurs pm) Thurs am currently has 10 students out of 16, Wed am has 13, Fri am has 17 (waitlisted) , Tues am 18 (waitlisted). Amy said Little learners (Tues pm) have never been full at this time of year. This currently has 15 students out of a possible 16.

## **Treasurer - Clare 23 minutes**

Clare and Ashley attended treasurer training. Clare said that she discovered in the training WTG could have 1 check signer but decided to stick to 2 for safety. Clare recommended WTG have an anti-theft and spending policy highlighting who can spend money. The treasurer requested someone from the board as an independent reviewer of incoming and outgoing. Secretary Alex said she would be willing to do this.

Clare suggested that during the board set up on Monday 14th August - the board updated the record for what toys we have. Can we take photos? This would make it easier to replace for insurance. Clare also inquired who owned the outdoor toy? Amy replied these were bought by WTG and gifted to the church. These are covered by the church's insurance.

The treasurer discussed her plans of upcoming projects with regards to the fee waiver committee as discussed in July's meeting. She then went on to give a review of 2022-23 financial results which she plans to send to the board separately. Clare has discovered WTG are exempt from paying federal unemployment tax which WTG currently pays for. She acknowledged the importance of the tax as it means teachers are covered in unprecedented circumstances such as COVID. She mentioned that she would like to really investigate the issue further.

WTG currently has two QuickBooks accounts which seems unnecessary. If we had just one account, this would save us some money. Clare also expressed her interest in investing WTG's cash surplus in a secure plan. Currently WTG is down \$3,000-\$3,500 from last quarter due to spring tuition coming through at that time. WTG made \$15,000 this quarter which is up by \$4,000 from last year. This is from donations and reservation fees. WTG have saved \$14,000 in cost compared to the budget. This is due to the fact WTG budget is higher than actual costs, for instance counting each child at \$50 rather than the actual \$37.

Clare revealed that in October she plans to teach the WTG board members how to review the monthly spreadsheet.

WTG has a \$100,000 cash surplus, but in reality the actual amount is \$90,000. WTG had a good trajectory until COVID and seems to be steadily improving. Rent is WTG's biggest cost followed by tuition. Even with saving enough for extras next year, WTG can afford to spend a little. Cindy suggested WTG could spend \$15,000 by January. Eve said the Board could spruce up outside space with the help of her husband who fixes up houses. Cindy recommended a day out.

Amy praised Clare for her thoroughness and clear explanations of WTG's finances. Thank you Clare!

### **Secretary - Alex 1 minute**

Alex asked the board if anyone had any thoughts on the Volunteer board display in the green classroom.

### **Classrooms/Community Update**

#### **Marketing still an open Position- Jen**

Jen wanted to let the board know that the August Open House has 10 families already registered.

Jen also mentioned she would be out of town late August, she therefore asked if there was someone who would take over the Open House and preparations for that event?.

Ashley had said she can assist in advance of the event- monitoring the Open House signup, posting on social media sites, putting up fliers and getting a few things ordered, but that she will need to pass on the marketing bin with all the materials for the day. The person could also help with posting business cards and fliers around Woodinville/Bothell/etc.

#### **Events - Meghan 6 mins**

Meghan said that she was putting together a fall family fun event possibly in November. Amy said this had been done previously and remembered one during covid via Zoom. Before then WTG used to do a family dinner. Megan said she had looked at previous feedback and it wasn't great.

Amy said that the Fall School Picnic and Baby Disco could be moved if necessary.

Meghan reported that there were enough T shirts to sell at parent orientation Sept 5-8th and she can also order more in Spring if necessary. She also suggested the idea of completing the form online via Joival instead of paper.

### **Webmaster - Eve 3 mins**

Eve said she would like to get some more pictures for the website. Melanie suggested there should be some more on the Drive from the yearbook coordinator. Eve also encouraged the board to let her know about any errors on the website the board had noticed.

### **Safety and Facilities - Cindy and Melanie 3 mins**

Cindy said there were no updates at this time the blind in the blue classroom had been fixed.

Melanie brought up some information from Ruth Kading (NUCC Connection) with regards to the Portable Hepa Air Filters which Amy bought for WTG during covid. Ruth said the church has had a whole system installed which is much better than these filters, so has asked if the church can remove them from the classrooms. All agreed.

### **Thoughts from the Teachers - Amy and Melanie 2 minutes**

The Handbook is updated and will be emailed to the board by the end of the week. The calendar is 95% done Amy and Melanie are just waiting on confirmation dates from Kris for speakers. Amy told the board not to be alarmed at the format for the new handbook in Google.

### **AOB: 4 minutes**

Clare asked if anyone wanted any more reimbursement forms and if she needed to print more. Melanie said these all on the drive. Clare said she would print more for Set Up Day.

Melanie asked Cindy to purchase some more Quick Break Ice Packs for children who have fallen over with bumps.

Melanie mentioned her progress with WTG social media. She mentioned President Ashely had been great at informing her about an App with stock pictures for general posts.

**Jen mentioned support positions still to be filled:** Parent Librarian, Purchaser and Yearbook Coordinator. Any interest please send to Ashley.

**Adjournment 8:16**

