

WTG Board Meeting Minutes

August 25th, 2016, 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Lacy Van Tassel, WTG President

Note taker: Jenny Coonan, Secretary

Invitees: Susanne Harvey, Tina Barker, Lacy Van Tassel, Sara Bennier, Sarah Lehrmann, Jenny Coonan, Karen Zoeger, Steve Todd, Kristin Johnson, Amy Kincanon, Sarah Arndt, Tiffany Parkinson, Jamie Stanislaus, Kelsey Hawthorne, Maryam Zarrabi, Tamar Hardy, Amy Flinn, Erin Reoyo



Key Foundations
Enrollment/Marketing
Finance/Fundraising
Classrooms/Community

Snack Volunteers: Sweet: Sara B. – Savory: Tina
Next month (September): Sweet: Sarah L. – Savory: Jenny

Class Coordinator Note Taker: Amy Flinn

Call to order: 7:08pm

Approval of minutes from last meeting – Sarah L. motioned to approve the minutes from the June meeting (last meeting). Amy K. seconded the motion and the motion was approved.

Announcements – 2 mins

- Welcome Sarah Arndt – Monday AM CC- ***Did board introductions***

Board Housekeeping – 10 mins - Lacy Van Tassel

- Snack and CC Notes for Meetings ***The sign-up sheets were passed around and Lacy reminded everyone that the snack volunteers should arrive at 6:30pm to set up the meeting and should also stay after to tear down.***
- WTG Emails ***Reminded everyone to check their emails at least once per week and to set up an out of office reply if going out of town/ will be unavailable.***

Calendar

- Thursday, September 1st - School Set-up, 9-11am
- Friday, September 2nd - Open House, WTG, 10-11am - **CANCELED! There are not enough open spots available!**
- September 6-9th – Orientation Nights, WTG, 6:30-9pm
- Wednesday, September 7th-Play Yard Clean-Up
- September 12-15th – First Week of Classes
- Saturday, September 17th- Family Hike, Bright Water Center, 10-11:30am ***Noted the park change for this event. CC's were asked to share in their emails.***
- Tuesday, November 29th – Family Fun Night w Caspar Babypants
- Upcoming Board Meetings, 7-9 at WTG:
 - o Sept 20th
 - o Oct 18th
 - o Nov 15th

*** Enrich parenting skills * Provide a developmental curriculum *
* Play, learn, and explore * Build a community of support ***

- Jan 17th
- Feb 13th
- March 21st
- April 18th
- May 9th

WTG Mission - Updates

Finance/Fundraising

- Treasurer's Report - Sarah Lehrmann - 10 mins

- Budget Update ***Still waiting to close out last year's budget. We will be carrying over around \$9,000. Not over anything yet in the current year's budget.***
- Fee Waivers ***Due Friday, August 26th. Sarah wants anyone on the board requesting one to write "in need" only. Sarah asked for volunteers for the fee waiver committee. Must be anonymous so she asked that you respond only to her.***
- Check Request Form ***Sarah went over how to fill out a check request form. You must check for what category in the budget you should expense it under (ask Sarah!). Must include receipt and your address so a check can be mailed to you. All check requests are to go in Lacy's folder first!***
- Tuition Collection ***Sarah will send the CC's their tuition rosters before orientation, in an envelope for privacy. These will say if someone has a fee waiver. CC's need to check off the hard copy and include in the envelope with the check or write the parent's name on the envelope. If the last name is different from the child's, Sarah would like CC's to put the registered adults name. Tuition is due on orientation night and a \$25.00 charge will be applied after 3 weeks overdue***

"Fun" Raising/Events Report- Karen Zoeger, Lacy Van Tassel – 10 mins

- Family Dinner Party ***This will be held at the Pizza Coop, September 27th, from 5-8pm. It is for families to get to know each other/ hang out. This event has been added to the parent ed. make-up options. The board discussed staggering the arrival so it doesn't get too crowded. They are thinking of doing 2 suggested time slots, like we do for Casper, that is divided by the age of the classes.***
- T-shirts ***We decided to use the same lady we have used before. Karen wants the CC's to encourage people to buy shirts. They will be \$6.70 for a child, \$7.25 for men's and \$14.50 for women's sizes. They will also be blue this year. First order will be placed by September 23rd. Since we are not fundraising with these, we will be able to order more throughout the year. We will also be ordering next year's shirts this year in bulk.***

- **Registration - Sara Bennier – 15 mins**
 - o 2016/17 Registration/Enrollment *This is going great, which is why we canceled the open house.*

Age (as of 8/31/16)	Day and Time	Openings
8-14 month	Thu 11:30-1:30	2 spots
12-24 month	Tue 9:15-11:15	Full, Wait List
12-24 month	Thu 9:15-11:15	Full, Wait List
18-30 month	Tue 11:15-1:15	2 spots
18-30 month	Wed 11:15-1:15	2 spots
24-36 month	Mon 10:15-12:15	Full, Wait List
24-36 month	Wed 9:15-11:15	Full, Wait List
30-42 month	Mon 12:15-2:15	3 spots

- Class Coordinator Paperwork *Sara handed out CC paperwork and told CC's to take note if a child in their class has allergies and if they did not give permission to photograph. CC's should put the paperwork in the folders in the blue room and make sure to switch it over if someone changes to another class. Sara B. asked the board if it is alright that some people are registered but have not paid their registration fee yet. Teachers say that is fine as long as there is not a wait list for that spot. The board agrees. They only have until the Monday before class to pay though.*
- Orientation Night Paperwork *Families can use their old immunization form but have to re-sign and date and update the forms. CC's need to also collect infant registration forms for those with infant spots and for babies that are coming to class for their first 12 weeks. Infants also need an immunization form if they are in an infant spot.*

Classrooms/Community

- **Marketing - Kristin Johnson - 5 mins**
 - o Celebrate Woodinville Recap *The booth didn't get as much traffic as last year, but may have been due to the heat. Kristin asked that anyone with suggestions on how to improve that parade email her.*
 - o Facebook *Kristin asked CC's to take pictures at WTG events, check for those in their class that don't want photos shared and send the rest to her for Facebook use. Kristin will look into if she should/ or has registered the WTG page as a business. She also changed the phone number on there to the correct one. She reminded everyone to "like" the posts and encourage*

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their classes to also. The board suggested she add some links to parent ed. articles that we use.

Webmaster– Amy Kincanon Reported– 5 mins

- Recent changes *Amy added a new background and header to the site. She will be messing around with different layouts and changing the image carousel in the coming weeks. The logins are Student login: wtgstudent Password: 16Wtg17 and Board login: wtgboard Password: 16Board17.*

- Safety and Facilities Update – Steve Todd – 5 mins

-Play yard clean-up is September 7, from 9-11am. It can be used as a make-up if someone can't make the board set-up. The carpets are being cleaned before classes start. Steve will order new bark after he checks out the area.

-Steve has looked over the epi-pen alert protocol and thinks it looks good. The board can vote on its approval at the next meeting. The fire/earthquake drill will be in October.

-Steve will work on setting up an intruder alert plan.

- Class Coordinator Reports - All Class Coordinators – 10 mins

-The teachers suggested that CCs blind carbon copy everyone in the first few emails as class rosters change a lot in the beginning.

-The CCs' calls are mainly just to connect with the parent and to make sure that they have received the emails. They may not have questions but it is nice to have a coordinator reach out.

Thoughts from the Teachers - Tina and Susanne – 15 mins

- Lights in Shed *Steve will look into this.*
- Trunk Sale *The teachers want to do this again this year, with better advertising. It was suggested to possibly call it a “garage sale”. It would be May 1st, before the parent ed. speaker. Teachers asked CCs to mention it at orientation.*
- Orientation Theme *It will be: Co-ops Rock!*
- All School Set-up Alternative
 - Play Yard Clean Up *Sarah A., Amy K., Maryam and Steve volunteered. Kids will not be allowed.*
 - Orientation Set-up, Sept 6th 10am *Kids can come to this. It is just helping to set-up tables and chairs and other small things.*

General Updates – 5 mins - Lacy Van Tassel

- Lease renewal *The lease is now signed and Lacy will turn it in.*
- AED Video *The video was shown and all board members present watched it. Steve will check to see if we have an extra mouth to mouth mask.*

New business - 15 mins – Lacy Van Tassel

- Facility Improvements ***Last year the board focused on outdoor projects, so the board would like to focus on indoor projects this year.***
 - o Flooring ***The board would like to prioritize replacing the linoleum in the green room and the bathroom floors. It was noted that this would have to be done during breaks in the school year. Lacy is going to check with the church to see if we need to redo the flooring in the nursery to match. Steve will contact Lacy's flooring connection.***
 - o Painting ***The board discussed repainting the rooms and hall the same colors they are now or possibly adding some fun, artistic painting. General consensus was to just re-paint the current colors.***
 - o Outdoor Space ***No suggestions were made.***

-School Bulletin Boards- ***Jenny reminded the board to send pictures and bios to her to put on the board bulletin board before orientation. She took individual photos for those that asked.***

- Tina's announcement- ***Tina is experiencing some personal health issues. She will be sending out an all school email regarding this and her upcoming treatment. The back-up plan, if she needs to miss several classes, is for Sara B. to substitute. If this extends to a longer period of time, the board will hire a permanent substitute through the college.***

-Group and Individual Photos ***The board took a beautiful group picture!***

Adjournment 9:04pm Amy K. motioned to adjourn the meeting. Kristin seconded the motion and the motion was passed.