



WTG Board Meeting Minutes

April 28th – 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Erin Kinch, WTG President

Note taker: Stacy

Attendees: Sara Bennier, Amy Flinn, Lesley Clawson, Meg Armstrong, Alicia Wetherbee, Sarah Lowell, Allison Deussenberry, Connie Resch, Stacy Bowker, Jodi Downs, Emily Robinson, Sarah Anderson, Ana Ricard

Absent: Jennifer Van Tuyl

Late: Alyssa Nardoza (joined during old business); Katie Ayres

Snack Volunteers: none (virtual meeting)

Class Coordinator Note Taker: Kati A.

Call to Order: 7:05pm

**Approval of Minutes from Last Meeting – 2 mins; *Motion to approve by Meg*
Seconded by Connie; March meeting minutes approved unanimously by
*the board***

Old Business – All Board

- WTG schedule revised—***Membership meeting has been rescheduled***
- Photos—***no longer able to take photos for yearbook; requesting families submit their own individual toddler portrait photos and other photos from the school year; Meg has also agreed to offer the same photo packages for WTG families who want to do portraits this summer when stay at home order is lifted***
- Yearbook—***discussion about best way to get group photo for yearbook and suggestion to offer Zoom screenshot as an alternative to the traditional class photo; other--group photos from Halloween or field trips could also be used***
- Sweatshirts—***Alicia paid for sweatshirts; plan was to distribute them at end of year drive-thru event; Erin asked about donating hers to next year's board***
- ***New toy cleaner has been found.***
- ***Bylaws are supposed to be reviewed before Oct 2021***

Board Housekeeping – Erin – 5 mins

- No Icebreaker this month
- Reminder to not put things in the crate

- o Contact Meg and me if you need to turn in a reimbursement form

Calendar

- Membership Meeting—***date is May 13th, paired with Estate Planning***
 - o Open to all families
 - o Opportunity to vote in the new board
 - o Erin presents overview of program
 - o Meg presents financial information of program
 - o Must meet quorum to vote in elected positions via standing rules (a majority of the membership)
 - o Who is interested in joining the board next year—***we should send an email out to members enrolled for next year to remind them that it is time to nominate themselves, if interested; the registrar has already fulfilled our obligation to seek nominations by stating board positions and asking about interest after they have enrolled for next school year; Sara B requests that Erin email the board to see who is willing to fill a position next year and also recommends filling the executive positions first since those are the most critical***
- Board Put-Away
 - o Attendance required—still no date set
- **Last 2019-2020 WTG Board Meeting: May 19th**
 - o Will be virtual
 - o Will be combined with the 2020-2021 WTG Board
- Camp Unity
 - o Move-in and Move-out dates are expected to be delayed
 - o The church will ask them to consider our program when setting up
- Woodinville Parade
 - o As of 4/27 it is still on

Treasurer's Report – Meg

- Budget vs Actuals—***refer to Treasurer's report from April 2020; the funds for sweatshirts subsidized for BOD were taken from T-shirt budget to be reimbursed*** when board pays
- Statement of Financial Position
- Status of May Rent—***due on May 1st; agree to pay per contract***

Registration – Lesley

- 2019/20 Enrollment Update—***103 kids in program currently; 17 families withdrew from program due to COVID-19; no new enrollments for next year since last meeting; still getting inquiries and interest; 65 children currently enrolled for next year (~50% of full enrollment)***

- 2020/21 Registration Timeline

Classrooms/Community Update

- **Safety and Facilities – Allison**
- **Webmaster – Connie—*updated website with blurb about COVID-19***
- **Secretary – Stacy**
- **Class Coordinators Reports – CCs**
- **Events – Alicia**
- **Marketing – Sarah L.—*discussion about whether to do a virtual open house or create a marketing video tour of the facilities at some point; a slideshow was also suggested as something that could be done sooner***

Thoughts from the Teachers – Sara and Amy

- ***Transition to Virtual Circle time has been going relatively well as has parenting education***
- ***Meeting with the College Parenting Education programs later this week and will find out what some of the other programs are doing for things like open houses***
- ***Waiting on information from college and OPEP regarding any changes that may be required when school resumes in the Fall***

Reminders – All Board

- **When sending emails, please copy the instructors on every email, every time**
- ***Check responsibilities for board position to make sure it is ready to hand-off to next person; save documents to Google Drive and archive emails; create a cheat sheet with tips or information for quick reference; arrange for contact-less drop-off of any physical board materials***
- **Take a group photo during circle time, “Brady Bunch” style**

Adjournment – 8:56pm

Next Meeting: May 19th

****** June 2nd all new board!******