



# WTG Board Meeting Minutes

March 15th – 7:00pm-9:00pm

**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Erin Kinch, WTG President

**Note taker:** Stacy

***Meeting done virtually via Google Meet***

**Attendees:** Sara Bennier, Amy Flinn, Lesley Clawson, Meg Armstrong, Sarah Lowell, Allison Deusenberry, Connie Resch, Stacy Bowker, Kati Ayres, Alyssa Nardozza, Emily Robinson, Sarah Anderson, Ana Ricard

**Absent:** Alicia Wtherbee, Jennifer Van Tuyl, Jodi Downs

**Class Coordinator Note Taker:** Ana

**Call to Order:** 7:07pm

**Approval of Minutes from Last Meeting** – motion to approve by Ana, seconded by Meg; January approved unanimously by the Board of Directors

## **New Business** – All Board

- **WTG plan (refer to attached proposals and schedule)**
  - Discussion that since extending the school year and adding virtual parent-ed options, there is not a need to extend a rebate automatically. Registrar reports 9 people currently requesting withdrawal, many have not paid tuition yet and one family specifically requesting a 100% refund. Meg states that fee waivers are available any time and we have \$3010.25 in fee waiver budget;***
  - Motion made by Lesley to approve fee waiver for family requesting 100% refund, seconded by Meg; Motion approved unanimously by the Board of Directors***
- **Photos**
  - Started with Mon and Tues classes but attendance was too low on Tues due to NSD school closures; Meg had planned to make up photos at Park days, but this is no longer an option; Meg will offer individual portraits via private meetings (outdoors); online booking time for 15 minute window and Meg will be doing extra sanitizing before and after photo shoots and does not touch or need to get close to families, so follows social distancing timelines; Meg will communicate the revised plan to families***
- **Yearbook**

- Sarah is working on Yearbook and if individual portraits are finished or submitted before last week of April, yearbook can be ready to send for publishing by May 3rd. We would need to figure out how to order and collect payment before placing the order. Discussion about TreeRing vs Shutterfly. Shutterfly seems to be a better option based on personal user experience and reviews. It does have a way to share an order link without making album editable or viewable.*
- **Marketing Budget approval**  
*--Sarah is requesting an additional budget of \$500 for signs and permits as well as FB advertising campaign; after discussion about the likelihood of open house being canceled/postponed there is no urgent need for signs/permits; Meg reviewed Marketing Budget and states that there is still plenty left in \$800 budget to cover any advertising between now and next scheduled board meeting*
  - **Sweatshirts**  
*--Sarah is using a portion of her marketing budget to cover cost of sweatshirts for the Board of Directors. Payment needs to be received on delivery; Amy suggests that someone could be there to collect money on one of the days the art projects will be handed out; Lesley agrees to be there. Board members will pay \$12 per sweatshirt and families that ordered them pay \$26. This doesn't include tax, which we agree to eat using existing Marketing budget. Meg will use funds from marketing budget to pay for the sweatshirts and as payments are received, they will be entered back into the marketing budget*
  - **We need a new Toy Cleaner**  
*--No urgency until we resume meeting in class*

#### **Board Housekeeping – Erin – 5 mins**

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

#### **Calendar**

- On break through April 24<sup>th</sup>

#### **Treasurer's Report – Meg**

- Budget vs Actuals--*numbers in report will change after withdrawals are reconciled;*
- Statement of Financial Position--*we still have a healthy reserve (see report)*
- Payment of March and April Rent--*still have not heard back from church about March rent since we requested applying it to April as we cannot use the building for 6+ weeks*

## **Registration – Lesley**

- 2019/20 Enrollment Update-- ***We have 99 families enrolled at the school, 111 kids. As of March 15, we have had 9 families drop out from WTG and only 1 family has requested a 100% refund. Motion to approve, approved unanimously by the BOD***
- 2020/21 Registration Timeline-- ***We are still having a slow trickle of families enrolling for next year. We expect for more families to sign up for next year once the Covid-19 has passed. As of right now we have 14 families in each of the Tuesday AM (12 to 24 months) and Monday AM (24 to 36 months) classes. In Little Learners we have 10 kids. We have none signed up for wobblers. The open house we had on February 29th was a huge success, we had 100% enrollment! As of right now we have 65 kids attending for next year, including little siblings.***

## **Classrooms/Community Update**

- **Safety and Facilities – Allison**
  - Attended NUCC Trustees Board Meeting
  - Green room faucet fixed
  - Improved communication with Trustees Member, Ruth
  - Mural--***We will need to save this project for next year. Connie will draw-up a new quote for next year if too much time has passed by. We have looked at other quotes for someone else to do the mural and their quotes by far have been too expensive.***
  - ***Put-Away is now scheduled to June 15th***
- **Webmaster – Connie**
- **Secretary – Stacy--question about the annual audit process; Meg states that it is supposed to be done by Secretary but past 3 years has been done by incoming treasurer; agree to communicate via email regarding logistics to do this according to bylaws**
- **Class Coordinators Reports – LWTech does not want us to have gatherings at parks and/or other places to reduce the risk of exposure. CCs can do a meetup on their own perhaps in the late spring or early summer, when hopefully social distancing has been lifted. Also, CCs please make sure you are checking your class roasters weekly, before emails are being sent out. To ensure families they have officially dropped out of our program. We don't want to have any confusion if they are still enrolled.**
- **Events – Alicia--motion made by Stacy to cancel the picnic to get a full refund; seconded by Meg; The Board of Directors unanimously approves the motion**
- **Marketing – Will continue to do a small boost to our ad about joining WTG in the next couple of weeks, doing a \$1 boost. Will do more marketing once social distancing has been lifted. Right now we need to take advantage that families will be on social media more in the next coming days/weeks.**

- **Charity Coordinator – Megan**
  - o *Camp Unity*

**Thoughts from the Teachers – Sara and Amy**

**Reminders – All Board**

- Confirmed upcoming Board Meeting dates:
  - o April 28<sup>th</sup>
  - o May 19<sup>th</sup>
- **When sending emails, please copy the instructors on every email, every time**
- Will you be on the 2020-2021 WTG Board?

**Attachments:**

**Adjournment: 9:21pm**

**Next Meeting: April 28th**