



WTG Board Meeting Minutes

November 19, 2019 – 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Erin Kinch, WTG President

Note taker: Stacy

Attendees: Amy Flinn, Meg Armstrong, Alicia Wetherbee, Sarah Lowell, Allison Deussenberry, Connie Resch, Stacy Bowker, Jennifer Van Tuyl, Alyssa Nardoza, Emily Robinson, Ana Ricard; **Arrived late:** Sarah Lowell (just before Treasurer's report)

Absent: Lesley Clawson, Jodi Downs, Sara Anderson, Sara Bennier, Kati Ayres

Snack Volunteer: Alicia and Stacy

Class Coordinator Note Taker: Emily

Call to Order

Approval of Minutes from Last Meeting – Motion to approve minutes by Alicia, seconded by Jennifer; unanimously approved by the board

Icebreaker

Board Housekeeping – Erin – 5 mins

- How has it been going?
 - Parent Book Club—**well attended; mixed feedback on choice of book—consensus was that many would not necessarily recommend it**
 - First Aid Certification—**good information and answered questions, tailored info to the attendees; had hands on demos that some parents had not experienced before at first aid trainings**
 - “Inclusion in the Early Years”—**really good info; the same presenter did staff training before the presentation; lots of good feedback from attendees**
 - Family Dinner Night M/T Classes
 - Family Dinner Night W/Th Classes
 - **Servers seemed a bit overwhelmed**
 - **Atmosphere was loud**
 - **Craft was good**
 - **Suggestion to extend time or find a venue that has more space**
 - **Suggestion to look into MOD pizza or somewhere similar that does Fundraiser too**

- ***For parenting education, instructors need to be there the full time***

Calendar

- November 25-29th: **Thanksgiving Break School Closed**
- December 2nd-5th; First week of Winter Quarter
- December 3rd: Family Fun with Casper Babypants
- December 13th: Winter Family Event: Redmond Watershed Hike
- December 23rd to January 3: **Winter Break School Closed**
- January 9th: Preschool Info Night at LWTEch
- January 10th: Kindermusik
- January 15th: Humane Society at WTG
- January 20th: MLK Jr. Day—**Class WILL be held**

WTG Mission – Updates

Treasurer’s Report – Meg – 2 minutes

- Budget vs Actuals (see November reports)
- Statement of Financial Position
 - ***Healthy reserve of ~\$90K***
 - ***Sent an email to board of directors with a proposed budget with corrections to forecasting revenue for the year***
 - ***No changes to spending are being proposed***
 - ***A vote is required to make changes to the budget***
 - ***Motion to approve a change to 2019-20 budget with projected revenue forecasting based on 85% enrollment of 112 student spots (95 spots); this will result in a ~14K shortfall; Motion made by Stacy, seconded by Connie; motion was unanimously improved by the board***
 - ***Meg filed taxes for WTG***
 - ***Suggestion to spend money on play-yard cleanup supplies—okay to use maintenance budget for these items as long as they can be stored in stacked buckets or hung on shed wall***

Registration – Lesley – 5 mins

- 2019/20 Enrollment Update—***1 opening in Mon PM, 4 openings in Wobblers, 1 drop from Mon AM but has waitlist families to call; 2 new families enrolling next quarter***
 - ***Some discussion about age cutoff for Wobblers—would this be something to consider in order to fill empty spots***

Classrooms/Community Update

- **Safety and Facilities – Allison 5 mins**
 - Mural update--***approved***
 - Carpet cleaning—***scheduled for next Tues; will find out if a check is needed on day of or if they will invoice WTG***

- Shed—*water issues being addressed by the church Trustees*
- Monday Morning Cleanliness—*church will address this issue since it is created by a group that uses the church space on Sunday evenings*
- Blue Room Warped Mirror—*we will get a new mirror*
- Green room faucet—*still needs to be replaced by the church*
- Electric Socket that won't hold plug
- **Webmaster – Connie 5 mins**
 - *Created and tested ordering feature for T-shirt sales*
 - *Online sales would be open during a specific time, perhaps once a quarter and class coordinators could distribute the orders to classes*
 - *Another suggested option was to use a webstore like CafePress where parents can order directly and have orders shipped to the school*
- **Secretary – Stacy**
- **Class Coordinators Reports – CCs**
 - *Reminder: Parent Ed and Tuition is due!*
 - *Jennifer requests to know whether everyone in her class has paid Winter Tuition*
 - *Question about how to handle cash overpayment (CC should only accept check or exact change in future)*
 - *Jovial shows past due on invoices before the due-date given in class; it also takes awhile for payments to be manually entered by the Treasurer*
 - *Balance in Jovial reflects tuition for remainder of school year but parents are only expected to pay one quarter's tuition*
 - *Suggestion to revisit tuition collection process at January meeting*
- **Events – Alicia – 5 mins**
 - *Worked with Sarah on Sweatshirts for marketing*
- **Marketing – Sarah L. – 15 mins**
 - *Sweatshirts--\$24.79-\$25.87 for pullover or zipper, respectively; with bulk discount (min order of 25 units); \$633*
 - *Suggestion to subsidize cost of Board's (and teacher's) sweatshirts using marketing budget (\$200 total would make sweatshirts 50% less for board members)*
 - *Still getting another bid/quote from a competitor*

Thoughts from the Teachers – Amy – 5 mins

- *Pumpkin patch prices have all gone up; we have historically alternated between Swan's Trail and Craven in Snohomish*
- *Bookshelf still missing pieces—may be able to use resources in WTG to construct if company does not furnish the missing pieces*
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New Business – All Board – 5 mins

- **Confirmed upcoming Board Meeting dates:**
 - January 21st
 - March 17th

- April 28th
- May 19th
- CCs please encourage your classes to add to the “Parent Share” bulletin board as it is looking sparse!
- **When sending emails, please copy the instructors on every email, every time**
- **Parent Board Group Photo?**
- *Encouragement for CCs to initiate meet-ups outside of class*
- *Reminder to check emails and access drive to get copies of relevant forms, agendas, treasurer’s report and meeting minutes*

Adjournment: 9:28pm

- Sarah L. please check in with Connie and take a photo for the webpage

Next Meeting: January 21st