



WTG Board Meeting Minutes

September 24, 2019 – 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, Kati Ayres, Jennifer Van Tuyl, Alyssa Nardoza, Emily Robinson

Absent: Jodi Downs

Snack Volunteer: Lesley and Erin

Class Coordinator Note Taker: TBD

Call to Order: 7:09pm

Introductions

- Name
- Board Position
- Which class are you in
- Tell us about yourself
 - Other children?
 - Where are you from?
 - What are your hobbies?

Approval of Minutes from Last Meeting – Motion to approve by Alicia W., seconded by Connie R. Approved unanimously by the board.

Board Housekeeping – Erin – 5 mins

- How has it been going?
 - Lack of August Board Meeting—**general consensus that it would be useful to meet in August before the school year starts since many board positions are not filled until after the first board meeting of Board's term (in June)**
 - Class Coordinator Training—**consider optional meeting after the Registrar's email goes out, so new CCs have plenty of time to get up to speed**
 - Woodinville Parade—**feedback was generally positive; Erin suggested a train whistle for some of the adults in the group; music was**

another suggestion that had been written down in previous year's notes but never implemented

- Board Set-up
- Play-yard Clean-up—***may need a new shed key for President/Safety Coordinator since Front Door key did not open the shed***
- Fall Open House—***2 families attended, one already enrolled and one enrolled on the spot. There was a question about private tours for families that didn't attend the Open House since it was in some of the old documentation and the website. The website no longer has that information and teachers clarified that they have not done tours for several years and there is no longer a need to offer this option.***
- Class Orientations—***It was nice to have it in the classrooms and for new families to get familiar with where things were. It was also nice for new families to only have one required orientation night. Recommendation by Lesley to have a make-up assignment for families that miss it—Amy suggests that this option could be available after the fact but not advertised until after the orientation in order to encourage families to attend. Space was tight and parking was a challenge on one of the nights d/t multiple events at the church.***
- First week of classes—***no concerns.***

Calendar

- October 5th: Pumpkin Patch family event
- October 8th: Membership Meeting and Positive Discipline
- Confirmed upcoming Board Meeting dates—pass around the snack and CC note-taker sign up sheets!
 - October 15th
 - November 19th
 - January 21st
 - March 17th
 - April 28th
 - May 19th

WTG Mission – Updates

Treasurer's Report – Meg – 2 minutes

- Budget vs Actuals—***see Treasurer's report***
- Statement of Financial Position—***we have a healthy reserve fund; there are some families who pre-paid tuition for the year***
- “Gifts from WTG” line item regarding Julie (RTG) and Tryna (NUCC)—***Mercury Coffee gift card gifted to Tryna and \$50 donation in memory of Julie's husband will be made to ALS foundation***

Registration – Lesley – 5 mins

- 2019/20 Enrollment Update—**only 2 classes have healthy waitlists, so we need to make sure we continue marketing to keep classes full throughout the year**

Classrooms/Community Update

- **Events – Alicia – 5 mins**
- **Marketing**
 - New Marketing Coordinator: Sarah L!
 - **Suggestion to get sweatshirts/jackets/or other logoed attire for board members as marketing materials and incentive to join the board.**
 - **Request for photos to use on Facebook**
 - **Request for CCs to send photos for use in yearbook (and make sure that no-one in photo has opted out of photos of their child being shared**
- **Safety and Facilities – Erin 5 mins**
 - Lights being replaced by church—**will eventually be replaced with LEDs but using up all the fluorescent tubes first.**
 - Broken outlet in hallway—**the contact person from the church who takes care of these things is finally back, so this should happen soon**
 - Mural update—**still waiting on final approval by church Board of Trustees; another option is to replace chalkboards with colorful painting that can be attached to the fence with screws;**
 - New Safety and Facilities Coordinator: Allison!
- **Webmaster – Connie 5 mins**
 - New email system
 - **Transition happened over the summer and everyone can access email**
 - **Some of the emails aren't getting forwarded (both Meg and Lesley have noticed this).**
 - **Use “cheat sheet” for email FAQs and shortcuts.**
 - **Connie will re-send instructions to download contact list.**
 - **Recovery email for G-Suite should be “webmaster@woodinvilletoddlergroup.com”**
 - Gmail “cheat sheet”
 - Double check you are sending emails to the correct Sara!
 - Connie will edit wording on website so that emails sent to webmaster are only about website and not general inquiries
- **Secretary – Stacy**
 - **Most immunization records have been received and entered in Jovial**
 - **Need photos of the Board for bulletin board and website**
- **Class Coordinators Reports -- CCs**
 - How was the first week of class?
 - How has registration gone?

Thoughts from the Teachers –Amy and Sara_– 5 mins

- Instructors are still working on replacing items and buying new toys

- **Lots of new toys will be replacing worn and old toys!!**
- Need to come up with plan for Drive folder organization—**teachers will meet with Connie**

New Business – All Board – 15 mins

- Confirmed upcoming Board Meeting dates:
 - October 15th
 - November 19th
 - January 21st
 - March 17th
 - April 28th
 - May 19th
- WTG email address
 - Add your name and phone number
 - **Put webmaster@woodinvilletoddlergroup.com address as your recovery email**
 - Put the Gmail app on your phone
 - **When sending emails, please copy the instructors on every email, every time**
- Add my phone number to your cell phone and call/text if you need anything: Erin Kinch 425-890-7648
- **We still need one more Toy Cleaner!**

Adjournment: 9:15pm

Next Meeting: October 15th

Snack: Sweet-- Meg, Savory—Jennifer
CC notetaker: Jennifer