



WTG Board Meeting Minutes

June 4th – 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, Lisa Solier, Connie Resch, Stacy Bowker, Jennifer Van Tuyl, Alyssa Nardoza

Arrived Late (8:23pm): Jodi Downs

Absent: Kati Ayers

Snack Volunteer: Erin

Class Coordinator Note Taker: Alyssa

Call to Order: 7:11pm

Approval of Minutes from Last Meeting –motion to approve by Alicia, seconded by Meg; approved unanimously

Icebreaker

Board Housekeeping – Erin – 5 mins

- How has it been going?
 - Board Put-Away—it was nice that the weather cooperated, so kids could play outside; suggestion to have walkie-talkies for communicating to outdoor adult supervising
 - Board Appreciation Dinner
- Board roster for next year—take a look! Still need to fill these positions: ***Safety and Facilities Coordinator, Class Coordinators (Mon PM, Tue AM, Wed PM), Children's Librarian, 2 Toy Cleaners***

Calendar

- TBD (Early August) Class Coordinator meeting
- August 17th: Celebrate Woodinville Parade; ***suggestion made by Jennifer to consider marketing in Echo Lake/Maltby area (in Monroe School District), since there are many families that consider preschools in Woodinville***
- September 6th: Board Set-Up—required!
- September 9-12 Class Orientation Week—***will be at WTG (Camp Unity still in parking lot)***
- September 16-19: First Week of Classes

- September 24th: Board Meeting

WTG Mission – Updates

Treasurer’s Report – Meg – 2 minutes

- Budget vs Actuals
 - *increases in some of the recurring costs plus specific requests for budget line item increases approved by the board throughout the year resulted in a net deficit in this year’s budget*
- Statement of Financial Position
 - *still doing well with adequate reserves in the bank*
- Vote on New Check Signers
 - *Motion made by Alicia to approve Erin Kinch (President), Meagan Armstrong (Treasurer) and Lesley Clawson (Registrar) as check-signers for 2019-2020 Fiscal year. Seconded by Jennifer and approved unanimously by the board.*
- Next Year’s Budget
 - *Motion by Lesley to approve 2019-2020 budget presented by Meg; seconded by Alicia and approved unanimously by the board*

Registration – Lesley – 8 mins

- 2019/20 Enrollment Update
 - *Little Learners is Full!; 2-3 infants in all Full classes currently; 9 openings in Wobblers (8-14mos); 7 openings in Mon PM (12-30mos) class*
- Thursday PM Cancellation—*one family moved to Mon PM, 2 others are on wait-list for morning classes*
- Twin/Sibling wording on website clarification
 - *Request by Lesley to clarify wording on the description to match the heading (that 2 adults may register to bring twins or siblings)*
 - *Need for clarity to avoid a situation where adults (nanny or caregiver) request to enroll 2 children who are not related as this situation conflicts with the board’s current policy*

Classrooms/Community Update

- **Events – Alicia – 5 mins**
 - *Suggestion to change Family Dine-Out Venue to Mi Tierra; it will be 2 nights rather than one.*
- **Marketing – Lisa – 2 mins**
 - **Duvall Days**
 - *Bring more batteries for bubble machine next year*
 - *Kids enjoyed the duck SWAG*
 - *Overall a great success—families loved it!*
 - *Question about whether there may be a more preferable booth location for next year (closer to food)*
 - *Registration happens in March, insurance needs to be in by April 15th*
 - **Woodinville Parade**

- **Parade entry form sent in 2 weeks ago and hasn't heard back yet**
- **Assembling pinwheels for parade but still needs help to finish and attach business cards**
- **Request for a committee or other volunteers to help with the day of Parade**
- **Need for wagons/strollers**
- **Needs buckets to hold pinwheels**
- **Suggestion to have snack and activity for the 30 minute wait before the parade starts**
- **Golden Teddy Finalist email should be sent soon**

- **Safety and Facilities**
 - **Still need to fill this position!!**
- **Webmaster – Connie 5 mins**
 - **Google Non-Profit—the initial approval was for a trial account and more information was required to approve it permanently**
 - **Domain is registered by AceNet and previously registered with Enom and is still hosted on Enom's servers—it would be ideal to have registration and hosting through the same provider with better tech support**
 - **Change of Passwords—Need to change passwords to a standardized one, so new board members will be able to access gmail accounts**
- **Secretary – Stacy**
- **Class Coordinators Reports**

Thoughts from the Teachers –Amy and Sara– 5 mins

- Consider adding a third Toy Cleaner
 - **It would make the job more manageable**
 - **It would mean offering another 50% tuition discount to one family**
 - **Connie motions to amend the budget to include a 3rd toy cleaner; motion seconded by Alicia and approved unanimously**
- Current draft of 2019-2020 Calendar
 - **Family Dinner night on November 6th (Wed) for Sara's classes and November 12th (Tue) for Amy's classes**
 - **Play-yard clean-up date will depend on Safety and Facilities Coordinator**
 - **See proposed Board Meeting dates below**
 - **Winter Break Dec 23rd-Jan 3rd**
 - **Midwinter Break Feb 17th-21st**
 - **Spring Break is 2 weeks (week of April 6th and April 13th)**
 - **Last Week of class is May 8th**
- **Motion to approve Board Meeting dates by Connie, seconded by Meg; approved unanimously by the board**
- Plan to fill new board positions
 - **Erin will send an email to anyone specifically recommended to fill a position by another board member or teacher**

New Business – All Board – 15 mins

- Official start to a new year!
- Church Lease Renewal
 - ***Terms have changed from 3 years to 2 years***
 - ***Requested increase of 5% (\$60 per month)***
 - ***Motion by Meg to approve the new lease proposed by the church; Seconded by Connie and approved unanimously by the board***
- Snack Volunteers for next Board Meeting: ***Lesley (savory), Jody (sweet)***
- Upcoming Board Meeting Dates—please vote!
 - **August 20th (TBD)**
 - **September 24th**
 - **October 15th**
 - **November 19th**
 - **January 21st**
 - **February 25th**
 - **March 17th**
 - **April 28th**
 - **May 19th**
- Your new WTG email address
 - Change personal info so that others can contact you
 - **Keep the wtgpresident@gmail.com address as the 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
- ***Erin suggested looking into whether we can support Camp Unity in some way; Amy suggests contacting the Church office to see if there is something coordinated by the Church that we can participate in; suggestion was also made to sign up to bring essentials on the week of Orientation***

Adjournment: 9:20pm

Next Meeting: August (TBD) or September 24th