

# WTG Board Meeting Minutes

July 11, 2023 7:00pm-8:00pm

**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Ashley Clarke, President

**Note taker:** Alex Townsend, Secretary

**Attendees:** Amy Flinn, Melanie Carpenter, Ashley Clarke, Jennifer Duren, Eve Seitz, Clare York, Alex Townsend.



**Absent :** Lesley Clawson, Megan Hagerty, Cindy Druschba, Cressie Fischer

**Call to Order 7:04**

**Approval of Minutes from Last Meeting <sup>1</sup> 3 minutes**

Ashley motioned to approve minutes of last meeting Eve moved and Jennifer seconded. All approved.

**Ice Breaker - personal interests/self care 6 minutes**

Ashley encouraged the board to share personal interests and what board members do for self care. Ashley said she likes being outside and also reading. Jennifer said that she also likes being outside and shared her favorite wine tasting spot. Eve's personal care included crocheting blankets for NICU babies. Clare also included crocheting and knitting gifts for friends and walking. Alex said that she enjoys baking to relax, embroidery and watching tennis. Amy enjoys watching sports on TV and relaxes by finding time to read on her own with no interruptions. Melanie has been really enjoying exercising early in the morning and also makes time for reading.

**Board Housekeeping:**

**Boosting recruitment-4 minutes**

Ashley suggested an initiative to boost recruitment for remaining board positions. She proposed board members create short biographies to include family pictures, name, board position, class enrolled (as of September 2023) and favorite memory of Woodinville Toddler Group. Please send it to Ashley by July 25th. These are to be emailed to parents.

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<sup>1</sup> Robert's Rules of Order Motion Language:

Person motioning "I move to \_\_\_\_\_"

First person "So moved"

Second person "I second"

Person motioning "All in favor? All opposed"

### **July Meeting- 4 minutes**

July is the board president's meeting with Lake Washington Institute of Technology's (LWIT) toddler group programs. Ashley asked if there were any questions or inquiries the board would like to ask our partner toddler other groups? Clare asked if there was an opportunity she could speak with other treasurer/bookkeepers. It was pointed out other toddler groups are trending towards bookkeepers only. Woodinville Toddler Group has both. Amy mentioned Annemarie Duncan is our paid bookkeeper and uses QuickBook software.

### **August Board Event- 3 minutes**

Is at [20 Corners Brewing Company](#) on August 19th (7:30pm) all are welcome

### **Calendar**

- WTG Board Meeting - Tuesday, August 8th (7pm)
- Woodinville Parade Event - Saturday, August 12th (10am)
- Board Set Up - Monday, August 14th (9am)
- WTG Open House - Saturday, August 26th (9:30am)

### **Registration (Ashley substituting for Lesley) - 3 minutes**

Jen gave an enrollment update. There have been 84 registrations processed of 70 families so far. Classes which are at maximum capacity of 17 are Tuesday am and Friday am. Classes which could be boosted are: Tuesday pm Little Learners with 13, Wednesday am with 11, Thursday am with 10 and Thursday pm Wobblers with 7.

### **Class Coordinator Training- 8 minutes**

Although we only have 2 class coordinators at the moment, the board discussed possible times and dates for class coordinator training. Amy pointed out the need for this to take place before orientation week of 5th September in order for coordinators to communicate details of orientation in a parent email 2 weeks prior. Ashley asked if the 14th is a set up day, would it be too much to add in training? Amy said set up typically takes 1.5-2.5 hours and class coordinator training is around 2 hrs. The training covers the responsibilities of class coordinators, and where to find documents on the drive for example. Melanie suggested training could also be the week before 14th August if needed. It was settled that the training would be August 15th 6:00pm-8:00pm.

## **Fee Waiver Committee- 4 minutes**

Clare explained the purpose of the Fee Waiver Committee and the requirement to ask for 2 or 3 volunteers from the board to serve on the committee. WTG has never used up all of the fee waiver allowance. All details of proposed recipients are completely anonymous to all except the treasurer, this is made more secure and easier through the online payment system of Jovial.

## **Treasurer Update and Budget Presentation - Clare 32 minutes**

- Clare mentioned Treasurer Training which is on Mon 17th 7pm on Zoom. Attendees need to read a 50 page document prior to training to gain an understanding of the basic framework.
- Check signers update: All completed It was a success! The check signers Ashley Clarke President, Jennifer Duren Vice President and Clare York Treasurer. No other individuals are authorized to sign checks on behalf of WTG.
- Clare also highlighted the fact LWIT has not cashed the insurance check for insurance last year of \$1,200. WTG is covered by insurance, but thought we had already paid. Clare will ask them again, but if she doesn't get a response with it then she may need to create an 'amount to be owed'/liability in WTG books and then after a year or so if it still has not been paid out then she will write it off
- LWIT still needs to provide WTG with the Spring 2023 tuition statement so Clare can pay for the tuition.
- Clare also mentioned she needs to make a journal to move registration fees to 2023-24.
- Presentation of budget based on budget by 2022-2023 board. Our total revenue is approximately \$53,000 for the year (2023-2024) with costs approximately \$57,000. This means our projected loss is around \$4,000. The Treasurer is not worried about the net loss position as WTG tends to allow additional costs for certain expenses such as events or marketing so that there is no need for Board members to constantly require approval to increase their budgeted amount. If WTG's actual costs for 2023-24 are higher than actual income then we have a healthy cash balance, so we can pay costs when due. Clare also highlighted WTG has other varied costs which offset our loss. For example, our total fee waiver budget is

\$2,500 but this never gets fully utilized. The treasurer also noted donations last year were good, with the totals not yet finalized.

WTG's biggest cost is our rent, followed by payroll. A variable cost example is tuition. If more parents needed to help out in class, then WTG paid LWIT in order to meet requirements. During the COVID pandemic, this was a big issue as it was difficult to monitor the amount of parents needed to help out online. A way to steer around parent numbers is to list parents as part of a family group enrollment, but who aren't necessarily part of classroom activities. Other costs included online subscriptions for SquareSpace and QuickBooks. There was \$1,000 for rebarking as well as \$1,800 for maintenance and cleaning. Amy said the \$800 for speakers during in class parent education could be reduced easily, as LWIT requested teachers to complete this as part of their duties. Public services such as Firefighter talks are paid by unions not WTG

It was decided by the board to keep \$50 for yearbook copy, so the next coordinator can keep it as a memento of their work. WTG's cash balance is a very healthy 100K. The group spent \$1,600 less than we got in according to Bank of America. Clare queried if this was maybe too much and asked how the board felt about sitting on this money and suggested conversations should maybe take place further down the line. WTG is spending what we are generating and our bank balance is the same as pre COVID levels. Ashley asked if fundraising is something we need to do? Amy recalled a bulb fundraiser that was not met with a great deal of enthusiasm and has not been repeated. Amy also mentioned that Amazon Smile has been discontinued by Amazon themselves which did bring in some money.

Ashley motioned to approve the budget. This was moved by Jen and seconded by Eve. All approved.

### **Ashley Parade Committee - 3 minutes**

Jen has already joined the parade committee and we have a \$300 budget for WTG swag. Dollar Store is a great option. We can decorate strollers, use eye-catching pinwheels for example. Amy said in the past, parade committees have assembled packets. Parade is on August 12th at 10am. Ashley is also speaking at Woodinville Library next week and could mention about the parade and open house on August 26th. Melanie is planning to push the parade and registration on Social Media.

### **Webmaster Eve - 2 minutes**

Discussed updating or getting rid of the Covid 19 section of the website, which is well overdue. What to change this to? For example our sister program at Lake Washington Toddler Group has no vaccine or mask requirements.

### **Thoughts from the Teachers Amy and Melanie - 7 minutes**

Half of the shed has been cleaned out with many Goodwill trips in the bargain. Amy had to sit down afterwards! The other half of the shed should be completed at some point as it was inaccessible at the time. Eve said she can lend a hand if need be! Social Media has class scheduling to be sent out by Melanie. The board can all agree on areas i.e. fine motor and sensory. Amy suggested trying something new with parent prep jobs which is to divide up jobs into smaller tasks amongst more parents. In Wobblers, jobs are divided up into smaller pieces. People forget they have tasks to do or they don't have time. In this way, everyone has a job every week so everyone does something small. This seemed to be much easier on class coordinators.

### **Adjournment 20:23**