

WTG Board Meeting Minutes

June 13, 2023 7:00pm-8:30pm

Type of Meeting: Board Meeting

Meeting Facilitator: Ashley Clarke, President

Note taker: Alex Townsend, Secretary

Attendees: Amy Flinn, Melanie Carpenter, Ashley Clarke, Jennifer Duren, Lesley Clawson, Clare York, Megan Hagerty, Cindy Druschba, **Alex Townsend**, Eve Seitz, **Cressie Fischer**



Absent: Alex Townsend, Cressie Fischer

Call to Order 7:08

Approval of Minutes from Last Meeting ¹

Ashley proposes the motion

Jennifer moves

Cindy seconds

All were in favor

Introductions and Ice Breaker

- WHAT is the WTG Board?
- Ice Breaker - Name, child(ren), Class you are enrolled in, WHY did you volunteer for the board?

Board Housekeeping - Ashley

- HOW
- Future Meetings: in-person? Zoom? Hybrid? **Future meetings will be held in person at the church. Those members who are unable to attend in person will be sent a teams link to be able to join remotely.**
- PO Box Key Keeper - **treasurer and CP keep the keys at the UPS store**

Calendar

- Woodinville Parade Event - Saturday, August 12th
- WTG Open House - Saturday, August 26th

Registration - Lesley

- 23-24 Registration update -

¹ 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"

We are doing well, not back to pre pandemic levels, however we are doing way better!

77 registrations 64 families enrolled (70 toddlers and infants) 7 families on the waitlist who are not in other classes

24-36 month classes are full

Little learners have 9 enrolled in each class

Wobblers have 7 enrolled

Everything is open except the two year old classes

- LWTech Requirement Check-off

Talking to the teachers - summer homework: go through every family who is enrolled and find who has LWTech IDs. Lesley only wants to send out instructions to families who do not have an ID. Please do it before early August.

Amy- request to get a head start sending out information on LWTech IDs

Date to get Lesley this information: June 17th - will check in a week from now

Teachers finish reports so jovial year can be closed out

Lesley will add IDs to new families

- Jovial Password Resets

Needs to reset passwords - does everyone have access to their WTG emails

After this meeting, Lesley will send a password reset email. If you miss the reset time frame, please email Lesley and she can resend it

Treasurer - Clare

- Check Signers for 23-24 Board

Treasurer, President, VP

Secretary - Alex

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Classrooms/Community Update

- **Marketing - Open Position**
 - Notes in blue sent in by Mandy Mattingly - 22/23 Marketing Position
 - Mandy has shared she is available to provide help to the person who takes on the marketing position.
 - Duvall Days: Please share with the board a special "Thank you" from me to all the volunteers who helped staff the booth! We had so much interest from local families and seemed to reach quite a few folks who hadn't heard of the program before. Hopefully this will result in a few new registrations. Most of the interest was from families with children ages 18 months to 2 1/2, so there was a lot of interest in the Tues AM and Fri AM class. I (Mandy) emailed the 20 people who left their email with us at the booth with more program details, a link to the registration page, as well as Open House information.

- **August Open House:** The Open House page and signup is live and we already have one family signed up. This will be on August 26th from 10-12 with setup at 9:30am at WTG, so you will need to confirm who will be staffing this event. Typically one or both teachers attend, along with the marketing coordinator (or other board member if no one is in the position) and the registrar. Kids are welcome.
- **Woodinville Parade:** Saturday, August 12th in downtown Woodinville. Parade starts at 11am and we usually meet-up at 10am in the Hagen parking lot to decorate strollers and wagons. I (Mandy) will have an email ready to go by the end of the week for the WTG President to send out to our enrolled and alumni families inviting them to this event. It's a very fun event and an exciting morning for the little ones because we are one of the first five parade participants, so once we finish the quick route, you can watch the rest of the parade. I (Mandy) will be there and am able to help out, but we need someone to be the day-of point person and to coordinate the giveaways and decorations.

- **Events - Megan**

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- **Class Coordinators - Eve, Cressie**

- CC Tuesday AM
- CC Tuesday PM
- CC Wednesday AM
- CC Thursday PM

- **Webmaster - Open Position**

Away messages for unfilled positions (AC) Eve said that she can help support in the meantime! THANK YOU EVE!!!

- **Safety and Facilities - Cindy**

When will blinds be put in? When to meet with the church in August? Safety team? Brad (Angelina's husband) Assumption is that he is putting up the blinds. New outlet covers?

Who owns the playground equipment? Playground equipment changes?

Wood chips should happen during the summer -who to call and when to do it?

Near the end of the summer and typically before open house so it looks nice.

Someone will need to be there when they put it down.

Thoughts from the Teachers - Amy and Melanie

Welcome! Teachers are not voting members, they are present in an advisory capacity.

School got all put away.

Amy and Melanie spend time clearing out classroom materials located in the shed.

New Business - All Board

- August Board Gettogether - [Survey](#)
- Board Setup Date?

Come in together as a board to set up everything for school.

Start around 9am. Kids are welcome. Monday 14th 9am - Ashley will run that date by the church.

- Support Positions to be filled:
 - Parent Librarian
 - Purchaser
 - Yearbook Coordinator
 - Toy Cleaners - [job description](#), and [job training](#) (who is responsible for managing/training?) teachers will support and Jean will be a [great resource](#).
- Next Meeting - Tuesday, July 11th

Adjournment 8:12pm