

WTG Board Meeting Minutes

June 23, 2016, 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Lacy Van Tassel, WTG President

Note taker: Jenny Coonan, Secretary

Attendees: Susanne Harvey, Tina Barker, Lacy Van Tassel, Sara Bennier, Sarah Lehrmann, Jenny Coonan, Karen Zoeger, Steve Todd, Kristin Johnson, Jamie Stanislaus, Kelsey Hawthorne and Tamar Hardy



Key Foundations
Enrollment/Marketing
Finance/Fundraising
Classrooms/Community

Snack Volunteers: Sweet: Karen - Savory: Susanne
Next month (August): Sweet: Sara B. – Savory: Tina

Class Coordinator Note Taker: Tamar Hardy

Call to order: 7:06pm

Building Team, Building Vision – 10 mins

- Name Tags
- Icebreaker
- Key Foundations
- Reviewing job description/summer jobs

Approval of minutes from last meeting – Sara B. motioned to approve the minutes from the May meeting. Kristin seconded the motion and the motion was approved.

Announcements – None

Board Housekeeping – 10 mins - Lacy Van Tassel

- Snack and CC Notes for Meetings ***A sign-up sheet was passed around for future meetings.***
- WTG Emails ***Reminded the board to begin using their official emails.***
 - o Summer ***Everyone should try to check their emails at least once per week over the summer.***
 - o Change Fundraising to Events ***The board decided to keep the Events Coordinator's email to wtgfundraiser@gmail.com for the following year in case any fundraising issues should come up.***
- Risk Management Manual ***Reminded everyone on the board to read through the manual.***

Calendar

- Thursday, June 23rd – Board Meeting (2016-17 Board), WTG, 7-9pm
- Tuesday, June 28th - Risk Management Training, 6-9pm ***This should be attended by Lacy, Steve, Jenny and both instructors.***
- TBD in August - Class Coordinator Training, WTG, 7-9pm

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- TBD in August - August Board Meeting, WTG, 7-9pm ***This will be either Wednesday, August 24th or Thursday, August 25th. Lacy is going to check with the church for conflicts and then let everyone know.***
- Saturday, August 20th - Celebrate Woodinville Parade, 11am
- Thursday, September 1st - School Set-up, 9-11am ***This is mandatory for all board members.***
- Friday, September 2nd - Open House, WTG, 10-11am (only if needed)
- September 6-9th – Orientation Nights, WTG, 6:30-9pm
- Tuesday, November 29th – Family Fun Night w Caspar Babypants

WTG Mission - Updates

Finance/Fundraising

- **Treasurer's Report - Sarah Lehrmann - 30 mins**
 - o Budget Update ***This year's budget ends the last day of June. We went over on Equipment/facilities (\$170) due to pest control and Parent Ed. (\$130) due to the Make and Take event. We will discuss adjusting for next year. We had a fund balance reserve of \$9,380 and our total expenses were \$48,000. Sarah is planning to re-adjust the way we do our budget for next year.***
 - o Fee Waivers ***Board members should not get waivers as it is considered compensation. If we want the board to get waivers they need to mark "In Need" on the fee waiver request form. This does not apply to support positions. They can still be offered a discount (i.e. 25% off tuition) when we are trying to fill a position. They should also write "In Need" on the fee waiver form.***
For anyone else requesting a fee waiver, there is no need to write anything other than "In Need" on their form. Class coordinators should check to make sure that "In Need" is written on them.
 - o Recap Training, June 21st ***Sarah learned that we should have 1 years' worth of reserves.***
 - ***She also learned that for fundraising, we must have a specific start and end point if we are collection money as a fundraiser. She also learned that we should not change line items as we go along through the year. We just go over on those amount and next year's budget can be adjusted to reflect that. When we go over during the year, that money can be pulled from the reserve.***
 - ***We discussed if we should allot an amount maximum where going over budget does not require approval from the board (i.e. \$10). Anything under the amount requires no approval. No decisions were made, just discussed the topic.***
 - ***Sarah found out that she is supposed to present a monthly budget report to the whole school. We discussed putting it on the website, since we already post our monthly meeting minutes there. We decided Jenny will forward the budget along with minutes for Amy to post in the student section. This section requires a password to enter, so it is secure to post our budget in.***
 - o Proposed 2016/17 Budget ***Sarah went over line items individually and then we voted to approve the proposed budget as a whole. We decided to increase the Art and Curriculum budget to \$2500 this year. It was raised to \$2000 last year and we felt it could be increased again.***

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-Equipment/ Facilities went up to \$1500 last year due to the new kitchen. The proposed amount for next year is \$1000.
-Maintenance and cleaning went over last year so we will increase to \$1500 for next year.
-Decided to split Field Trips and Family Events into two line items. The field trip amount will be \$500 and family events amount will be \$500.
-Gift/donation amount will remain \$50.
-Marketing budget will remain at \$400.
-Parade budget will be raised to \$600. Details on that in marketing section of the meeting.
-LWIT tuition amount will be \$5,886. This amount is based on an 85% enrollment.
-License and permits will remain at \$50.
-Substitute teacher amount will remain at \$600.
-We have decided to increase our insurance coverage, which will increase the cost by \$250.
-These changes will result in a proposed total expense amount of \$48,000 for next year. Our proposed revenue amount is \$55,000.

- **Vote Jenny motioned to approve the proposed budget for next year. Sara B. seconded the motion and the motion was approved.**

- **“Fun” Raising/Events Report- Karen Zoeger, Lacy Van Tassel – 12 mins**
 - Updates **We don’t need a lot of fundraising, so we do not want to do any big fundraising events this year.**
 - Chinook Books **Decided to scratch this for this year since we do not need the money. Discussed leaving the Bulb fundraiser open as a possible option if we think of something specific we would like to raise money for in the coming year.**
 - T-shirts
 - 2016/17 order **If we order from the company Karen looked into the kid’s shirt would be \$6.70 plus tax and the women’s shirts would be \$14.50 plus tax.**
 - Switching up color? **Decided to switch up the color from green to blue for next year’s shirts.**
 - Having available for Orientation? **Karen is going to look into how and when we will order the shirts. She will send an email out with information on this. Kristin is going to look into getting a discount of shirts from someone she knows.**
 - Spending Fundraising Money
 - New/Replacement Toys
 - Kitchen **The kitchen is here and ready to go for next year!**
 - Anything additional to order? **Decided there is nothing additional we need to order at this time.**

Events

- **Baby Disco We decided to do Baby Disco again. We set the date for Baby Disco as Wednesday, February 15th from 5:30pm-7:00pm.**
- **Egg Hunt We decided to switch the Egg Hunt to a Treasure Hunt or something similar. We decided to move it to after Easter so as to avoid a religious connection with the event. Discussed possibly tying it to Earth Day.**

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- ***Karen asked if the board would like her to do any more events since we do not need fundraising. Suggested doing something in the fall that allows everyone to get together as a group (like the picnic). We need to have events decided by early August so that the teachers can put the events into the calendar and make use of them for parent ed. if necessary.***

- **Registration - Sara Bennier – 10 mins**

- 2016/17 Registration ***We currently have 17 spots available.***

Age (as of 8/31/16)	Day and Time	Openings
8-14 month	Thu 11:30-1:30	6 spots
12-24 month	Tue 9:15-11:15	Full, Wait List
12-24 month	Thu 9:15-11:15	Full, Wait List
18-30 month	Tue 11:15-1:15	5 spots
18-30 month	Wed 11:15-1:15	3 spots
24-36 month	Mon 10:15-12:15	Full, Wait List
24-36 month	Wed 9:15-11:15	Full, Wait List
30-42 month	Mon 12:15-2:15	3 spots

- June 1st Open House recap ***The open house went really well. We were able to register a lot of families.***
- Shifting ages for classes? ***Sara feels that we do not need to do this at this time.***
- Infant Spots ***We discussed the requirements for holding an infant spot for the following year. Sarah motioned that, when registering for an infant spot, a due date or date of birth must be provided. Kristin seconded the motion and the motion was approved. -We also discussed if you hold an infant spot in fall, and have the baby in winter or spring, should the parent be reimbursed for the terms the baby did not attend? Sara B. motioned to add into the handbook that a family registering for an infant spot must pay for the full year. Sarah seconded the motion and the motion was approved. -Also, when noting that babies can be brought to class for the first 12 weeks, we should not say the children are “free”.***
- Second Adult Registrations ***We decided that we should add the provision “the second participating adults may be enrolled on a case by case basis, if extra spots are needed for college enrollment”***

Classrooms/Community

- **Marketing - Kristin Johnson - 10 mins**

- Celebrate Woodinville – August 20th
 - Committee Update ***Decided to do the chalk giveaway again for the parade. Doing an All Aboard the WTG train theme. Looking into handing out some engineer hats and train whistles. It was also decided to send out an evite for the parade again this year.***

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- Booth Needs *Kristin needs a canopy for the parade booth. She discussed whether we should buy one or rent one. Her budget from this year still has \$129 left that we could use to buy one. Sarah motioned that we buy a canopy for the parade booth. Kristin seconded the motion and the motion was approved. Kristin will purchase this before the current budgets end date.*
- Prices for Parade, Booth and Banner *The banner is out of date and Kristin would like to get a new one. This would be about \$150. The board decided to up the Parade budget for next year to \$600 to cover this. The was approved within the proposed budget approval.*
- *Also, noted that families can register at the parade booth and send in their check later.*
- September 1st Open House? *Lacy will look into reserving a date with Tryna. We will not advertise the open house until after the parade. We will decide at the August board meeting if we still need to do an open house due to enrollment at that time.*
- **Webmaster– Amy Kincanon Reported by Lacy Van Tassel – 5 mins**
 - Any feedback for Amy? *There is no feedback for Amy.*
- **Safety and Facilities Update – Steve Todd – 2 mins**
 - *New play chips will be in before school starts. Steve will look into the cost of replacing the flooring inside.*
- **Class Coordinator Reports - All Class Coordinators & Lacy Van Tassel – 10 mins**
 - End of the year picnic
 - Recap *Was a great event!*
 - 2017
 - Same Location *Some people suggested looking into a more “toddler friendly park”. We will all try to think of alternative locations.*
 - Date *It will be Saturday, June 3rd.*
 - Chair *Karen will be the chair and delegate to the class coordinators.*

Thoughts from the Teachers - Tina and Susanne – 10 mins

- Librarian Position *The teachers would like to split the library position into 2 positions: a children’s librarian and a parent librarian. Sarah motioned to split the library position into two positions. Kelsey seconded the motion and the motion was approved.*

General Updates – 5 mins - Lacy Van Tassel

- Lease renewal *This is very close to being done. The church will be re-painting the parking lines. They agreed to move forward on the piano cover. Lacy will specify that the vinyl floors in particular need to be thoroughly cleaned. Tryna is fine with keeping the AED in her office and we will look into how to get access*

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to it during our evening events. Any painting/flooring updates that we want made are up to us to pay for and execute.

- Board positions for 2016-17 **The Monday CC position has opened up. We also still need our two Monday set-up positions and two Thursday tear down positions filled. We also need to fill the second librarian position**
- Insurance changes **We would like to increase our insurance coverage up to \$50,000. This is an extra \$250. Kristin motioned that we increase our insurance coverage. Sarah seconded the motion and the motion was approved.**

New business - 15 mins – Lacy Van Tassel

- August board meeting **This will be either Wednesday, August 24th or Thursday, August 25th. Lacy is going to check with the church for conflicts and then let everyone know.**
- 2016/17 Meeting Dates **The board discussed which days work best for them. Lacy decided that we will try to make the meetings on the second Wednesday of each month. She will check with the board members that were unable to make this meeting and then set the dates.**
- Tour **We will do this at our next meeting.**
- Facility Improvements **Everyone is going to think about these for the next meeting.**
 - o Flooring
 - o Painting
 - o Outdoor Space
- Summer Jobs
 - o Who is working on what?! **Everyone is going to look at their summer job descriptions that Lacy sent out and make sure they are doing them.**
 - o Explanations and Questions

Adjournment The meeting was adjourned at 9:21pm.