

WTG Board Meeting Minutes

August 26, 2014, 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Carly Donnelly, WTG President

Note taker: Jenny Giambrone, Secretary

Attendees: Susanne Harvey, Tina Barker, Carly Donnelly, Kara Clawson, Kayla-Marie Rubin, Jenny Giambrone, Judi Ciucci, Keri Phillips, Stepanka Ruzickova, Mingie Holland, Jennifer Wilson, Sara Bennier, April Murphy, Wendy Smith, Julie Lum

Snack Volunteers: Judi-Savory Tina-Sweet

Call to order 7:09pm

Approval of minutes from last meeting

- June 2014 *and* May 2014. *It should be noted that Carly was actually in charge of the parade, instead of Keri, as mentioned in the minutes. Keri motioned to approve the May and June 2014 minutes, and Kara seconded. The minutes were approved.*

Announcements

Darcy Hardy-Usborne Books/WTG Alumni

Darcy ran an Usborne Books booth at Celebrate Woodinville. She sold books, and handed out WTG flyers. Darcy earned 35 free books from her sales at the event, and donated all of them to Woodinville Toddler Group. A photo was taken of Darcy handing off the books to the board for marketing purposes.

Parade-Carly Donnelly

The parade was a success! Carly reported that all 550 bags of sidewalk chalk were handed out, running out right at the end of the parade. The parade expenses also came in \$154 under budget. Ten+ families came to march in the parade. Tina suggested that the parade be promoted more heavily during the spring quarter, to increase the number of families in attendance next year.

Board Housekeeping- Carly Donnelly

- 2 CC's needed to chair end of the year picnic Saturday, May 30th
April and Julie volunteered.
- Green Crate
Please check the green mailbox crate whenever you arrive at the building. There will be envelopes in the front file of the crate for money. Please put the money into the envelopes, and into the gray cashboxes. Do not put money in the crate.
- Volunteers to assist the board



Key Foundations

Enrollment/Marketing
Finance/Fundraising
Classrooms/Community

* Enrich parenting skills * Provide a developmental curriculum *
* Play, learn, and explore * Build a community of support *

There will be sign-ups at orientation for parent-volunteer opportunities. If any board members need help, they're encouraged to recruit parents to volunteer via the sign-ups.

- Emailing-Please CC Tina and Susanne to keep them in the loop.
Please be sure to CC Tina and Susanne on ALL emails. CC Carly (wtgpresident@gmail.com) as well, if she needs to be in the loop. Class Coordinators be sure to CC anything sent to your classes if it is WTG-related. Instructors should be left OFF of all emails that are not sponsored by WTG for insurance purposes.
- Calendar
 - **Thursday, Sept 4, 9:30-11:30am:** Set Up (All Board-Required) ***Board member's children are welcome.***
 - **Friday, Sept 5, 10-11am:** Open House (Select Board Members) ***Kara, Wendy, and Stepanka will be in attendance.***
 - **FYI: Orientations 9/8, 9/9, 9/10, 9/11, 9/12 6:30-9pm**
 - **Tuesday, Oct 7th 7:00-9:00pm** Board Meeting
 - **Tuesday, Nov 4th 7:00-9:00pm** Board Meeting

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WTG Mission - Updates

- **Finance/Fundraising-**
 - Treasurer's Report- *Carly Donnelly via Jennifer Lim*
The 2013-2014 year ended with \$5,520.79 in revenue, which can be put toward our permanent sign and potential door plaque (Judi will talk to Tryna about the plaque). The price for the Quickbooks program actually came to \$11.45/mo for the first six months. It will increase to \$16.95 after that time. Kara remarked that the ability for two users to sign into the program was very useful for her and Jennifer.
 - Tuition Collection
Rosters will be out to CCs, and all invoices will be out by August 30th. All students must pay by the first week of school. Late fees will be issued the 3rd week of each quarter. CCs are to write the check number or cash on their tuition rosters, and to keep scholarship information confidential. If a parent comes to an orientation for a class other than his/her own, the CC shall put the tuition in an envelope with the persons class day/time written on the envelope and into the cashbox, and put any forms into the appropriate CC's green crate mailbox, then email that student's CC to make them aware.
- **Enrollment/Marketing**
 - Enrollment- *Kara Clawson* ***Enrollment has been slow and steady throughout the summer, with an increase following the parade.***
 - Filling the Pre-preschool class, Tuesdays 11:15-1:15 Ages 2.5-3 years
The Wobbler class has been filling up, but the 30-36mo class NEEDS more enrollment. Classes need 14-16 students to avoid risk of cancellation. Julie suggested getting the word out about the 30-36mo class at library story times.

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Age	Day	Time	Enrollment			
			Adults enrolled	Singles	+ infant	+ non- infant
Wobblers 8-14 months	Fridays	10:15	11	11	0	0
12 - 24 months	Monday	10:45	17	16	0	0
	Thursday	9:15	16	11	0	2
18 - 30 months	Thursday	11:15	9	9	0	0
24 - 36 months	Tuesday	9:15	11	6	3	1
	Wednesday	9:15	16	13	3	0
	Wednesday	11:15	14	11	2	0
30 - 36 months	Tuesday	11:15	4	3	1	0
Sum			94	77	8	3
Target			128	106	16	6
Needed			34	29	8	3

- Webmaster Report- Stepanka Ruzickova
All forms should be changed over to the current school year. Next, photos will be added. Email any photo submissions for the website to Keri (keriphillips23@comcast.net). There is an Amazon affiliate link on the home page. Please use, and spread the word. CCs tell classes, and also include it in the weekly email.
- Marketing/T-Shirts-Keri Phillips & Kayla Rubin
Marketing: Vinyl car decals will be given out to each student at orientation. Keri had flyers and business cards to pass out, as well as a sign-up for community locations to hand them out. The fact that it is WTG's 25th Anniversary will be added to marketing materials. It was suggested that the school's age range be added to all materials, as well as a "post until" date for anything that will be hanging in the community. Keri's enrollment train will be displayed at the Open House, so that families can see which classes have space. T-Shirts: All shirts this year will be green for color-branding purposes. Toddler short sleeve and men's shirts will be in-stock, and sold for \$10. Ladies v-neck style tees will likely be special order, and at a higher cost (TBD). Email Keri if you are interested in a women's shirt. Shirts will be available for purchase at orientation. CCs, please make parents aware. An order form needs to be created in the event that any shirts sell out. Board members from each class (not CCs) volunteered to be in charge of their class' t-shirt sales at their orientations.
- Classrooms/Community-
 - Chinook Books- Kayla Rubin
The books should be in by orientation. CCs were encouraged to get a parent "book volunteer". Each volunteer would be responsible for a set amount of books to distribute.
 - Class Coordinators Check-In – Carly Donnelly
 - Phone calling, Q&A, tuition collection handout, Tuition fee schedule

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Designated CC note-takers are needed to record what information from board meetings needs to be passed onto the classes. Jen will take notes at the October meeting, Julie will be in charge of November. At orientation, CCs are asked to check if any parents have extra Alfie Kohn tickets, as well as if any parents are in need of tickets, and arrange a ticket swap to try to get everyone going that wants to go.

- Safety and Facilities Update-Judi Ciucci

Play yard clean-up was a success, but some of the fence boards need repair, and the back gate needs a lock. Judi is in contact with the church to remedy this. Judi is still waiting to hear back from Scott regarding our permanent sign. The vacuum is in need of repair. It was suggested to also get a handheld vacuum to clean baseboards.

- o Intruder Alert and Anaphylactic Shock Procedures

These procedures need to be added to the parent handbook. Judi will send the documents to Jenny, who will perform an email poll for approval. Also, Epi-Pens for children with allergies should be kept up high, in a well-marked place in the snack room (location TBD).

- Thoughts from the Teachers-Tina and Susanne

Tina: The teachers will be doing orientation week set-up on 9/8 from 9:00-10:30. If you'd like anything displayed (ex: Chinook Books), please bring it at this time.

Susanne: For Family Week, Susanne wanted input on whether to have one event on one day, or two events on separate days. One day would encompass the whole school community vs. two days would allow more flexibility for scheduling, potentially allowing more families to attend. It was agreed that two days was preferred. Susanne also wanted feedback for potential book club titles ("All Joy and No Fun" and "Hands Free Mama").

Adjournment 8:54pm

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