

WTG Board Meeting Minutes

November 4, 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, Jennifer Lim, Jenny Giambrone, Judi Ciucci, Keri Phillips, Stepanka Ruzickova, Jennifer Wilson, Christy Price, Lacy Van Tassel, Sara Bennier, April Murphy, Wendy Smith, Julie Lum

Snack Volunteers: Julie-Savory Wendy-Sweet

Call to order 7:02pm

Approval of minutes from last meeting

- October 2014 ***Julie motioned to approve the minutes. Kara seconded. The minutes were approved.***

Board Housekeeping- Carly Donnelly

- Please help me welcome our newest board member- Kim Gowrie, Monday CC
- Mingie Holland moved classes so Kim has nicely taken over the CC position for our Monday class. Kayla Rubin has decided not to continue at WTG so she has stepped down from the fundraising position. We will miss them both!
- Board Meeting Dates **1/13, 2/10, 3/3, 4/7, 5/19** 7-9pm Tuesdays at WTG
- Parent Event "Emotion Coaching" w/Kerry Beymer 7-8:30pm @ LWIT room W404
- Classes will be held Nov. 11th, Veteran's Day
- Caspar Babypants-Monday, December 1st Wobblers/1-2 classes 6-6:30pm and 2-3/Little Learners 7-7:30pm ***Class Coordinators please spread the word to your classes.***
- Know of anyone interested in joining our board? We need a Fundraising Coordinator asap, Marketing Coordinator beginning Jan/Feb 2015, and Webmaster at some point TBD.

WTG Mission - Updates

- **Finance/Fundraising-**
 - Treasurer's Report- *Jennifer Lim*
 - Winter Tuition Collection
Invoices were sent out as of 11/4. Please instruct parents to make sure that the registered parent's name is on the check (write on memo line, if necessary). Still place checks into the envelopes.
A late fee is applied to tuition that is paid after the third week of the quarter, so please try to get all tuition in before winter break.
 - Through email, the board approved a vote to hire an accountant for our annual taxes. This will go \$350 over the amount budgeted. ***Our accountant is getting an extension until***



Key Foundations

Enrollment/Marketing
Finance/Fundraising
Classrooms/Community

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

December 15th for us (Information updated as of 11/10: the accountant could not get the extension, so taxes will be filed by November 15th).

- Chinook Books-Carly Donnelly
Chinook Books earned a profit of \$930. Ask around to families to see what they'd like the money raised to go toward. This money could also possibly be used to refurbish the shed (insulation, sealing out potential pests).
- Fundraiser at our May 5th Parent Ed?
Maren Ostergard will be coming to discuss early literacy. We could invite Darcy to come to sell her Usborne Books. She would donate profits (instead of free books) to WTG. Carly will contact Darcy to discuss.
- **Carly is looking into doing a "restaurant night" fundraiser in the Woodinville area.**

• **Enrollment/Marketing**

- Marketing/T-shirts-Keri Phillips
All t-shirts are now in house. Extras are available. Susie Peterson (Th PM) will be taking over the t-shirt distribution.
Little Learners flyers are now available.
Preschool Info Night – we will have a table at Preschool Info Night this year, but this year will be a trial to see if it is still beneficial to WTG to participate.
Alternatives to Open Houses to spread the word about WTG
-Fun community events (Baby Disco, mom to mom consignments, etc. advertised on Red Tricycle).
-Awards (RedTri, Golden Teddy, etc.). Keri is working on getting WTG on the lists to be in the running for awards.
- Enrollment- Kara Clawson
Little Learners still needs more enrollment. Wobblers is very close to full.
Website needs to be updated with "Now enrolling for Winter".

Age	Day	Time	Enrollment			
			Adults enrolled	Singles	+ infant	+ non- infant
Wobblers 8-14 months	Fridays	10:15	15	13	0	0
12 - 24 months	Monday	10:45	18	17	0	0
	Thursday	9:15	16	10	0	2
18 - 30 months	Thursday	11:15	12	11	1	0
24 - 36 months	Tuesday	9:15	13	8	3	1
	Wednesday	9:15	15	12	3	0
	Wednesday	11:15	16	12	3	0
30 - 36 months	Tuesday	11:15	7	5	1	0
Sum			105	83	10	3

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

	Target	128	106	16	6
	Needed	23	23	6	3

- **Classrooms/Community-**

- Safety and Facilities Update-Judi Ciucci

- Pest Control update ***The exterminator didn't find a current infestation. He saw access places, but most of the debris that the teachers found was actually from the roof (not pests). He recommended putting something on the fence and roof to deter any future pests. Susanne found a dead mouse shortly after the exterminator's visit, however, so Judi will call back and inform the pest control about the new mouse, and see if they will check again. She will also see if the church will allow us to store the large, out of bin stuff (like the ride on toys) inside the church until the problem is rectified, so that they only need to be sanitized once.***
- Signage ***The church board approves the installation of a small door plaque. Our design must be submitted to them for board approval first. Judi found options in fiberglass, plastic, or wood, in the 8x18-12" size for approximately \$30-40. She is creating the image and double checking the price. Carly suggested perhaps seeing if NUCC will allow a sign on the back wall by the coat rack area, so that there is better visibility as to where WTG when entering the church.***

- Classroom reminders-Carly Donnelly

- Anyone with a new baby **must have an infant registration form** on file for insurance purposes, regardless is in a +infant spot or not. There should be forms in the green crate or CC's can email in an attachment to families.
- ***Infants 12 weeks and under MUST be worn in a front pack. CCs will remind parents in the weekly email, and teachers will enforce the rule.***

- Thoughts from the Teachers-Tina and Susanne

- Family Event-December ***Garden DeLights at Bellevue Botanical Garden. The dates will be Monday, December 15th at 4:30pm, and Tuesday, December 16th at 6:30pm. Children 10 and under are free, everyone else is \$5. It was decided that WTG will not subsidize this cost, but "scholarships" will be available to those for whom the activity may be cost-prohibitive. The school will possibly provide holiday 3D glasses. An RSVP/sign-up sheet will be put out, to get an idea of how many plan to attend. Please email Tina if you have suggestions for the Spring Family Event.***

- ***Judi will attach a useable logo for anyone that needs one to this month's published minutes.***
- ***CC's please let parents know that Parent Map magazines are available. Jenny will contact Parent Map to let them know that we need fewer copies.***

Adjournment 8:50pm