

# WTG Board Meeting Minutes

June 15, 2021 7:00pm-9:30pm

**Type of Meeting:** Board Meeting

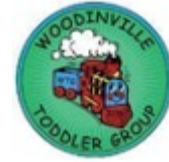
**Meeting Facilitator:** Annmarie Duncan, President

**Note taker:** Cathy Nickell, Secretary

**Invitees:** Amy Flinn, Annmarie Duncan, Lesley Clawson, Cathy Nickell, Mandy Mattingly, Jessie Phillips, Amanda Hupart

**Snack Volunteers:** None (virtual meeting)

**Class Coordinator Note Taker:** Mandy Mattingly



**Call to Order:** 7:04 PM

## **Approval of Minutes from Last Meeting**

Lesley motions to approve May Minutes. Seconded by Cathy. Motion approved.

[Agenda will be out of order, will skip around this time due to new people and covid, etc.]

## **Intros and icebreakers (20 min)**

### **Board housekeeping (3 min)**

- Check signers – tabled until a future date when more board members join. Lesley and Annmarie are signers, they successfully removed prior Treasurer from account.
- Yearbook – has been completed, we don't know how many families have ordered since Shutterfly manages all orders.
- Lease – still in progress. Normally would have signed it for 2 years but church is making changes to wording. Church seems to want us to stay so there shouldn't be any dealbreakers.
- Calendar – Amy will share later this evening

### **Treasurer update – Annmarie (5 min)**

- Created savings at BofA, where checking is as well. Discussed CDs but determined savings is currently the best option for us. Maybe look to change in the winter/spring/summer.
- No new line items since last meeting. Should show everything except teachers' payroll and 3<sup>rd</sup> Quarter bill for LW tuition.
- Refunded one family from class that was cancelled. Also refunded Jovial fee (\$102 total) so the family would not be out any money.
- Proposed budget – wait till August to pass it. Ok to begin fiscal year without budget being passed. Many changes can occur between now and then so it makes more sense to wait. Will likely be at a loss this year either way.

### **Registration – Lesley (30 min)**

- One family withdrew from Wed 12-24mo class. Will leave it as full on website to direct families to fill up Thurs class.
- We're at 53/84, which is lower than usual, but higher than where we ended this past year.
- Current registration rate is 1-2 per week.
- Tues class still full, only one family moved class when asked for volunteers. Class has max 3 infants which is why it's overfull.
- 8-14mo Wobblers class currently empty, many of the children who could be in it are too young and parents may not be thinking ahead yet or willing to participate. Have not been getting referrals from Evergreen Parent Baby. Not sure how to get people interested in Wobblers.
- Mandy wondering how much emphasis to put on marketing 18-36mo Friday and Little Learners classes? Amy said there should be an update in July on numbers, whether they'll stay the same or increase. Would not be surprised if it increased, but not sure. Amy would not push those classes for now, wait till July to get update.
- Lesley asked if we should call the classes at 10 full on website? Yes, do that for now, if people really want it they'll ask, and things might change.
- Discussion on 24-36mo Tues full class –
  - Amy suggests email enrolled families, explain we are accidentally overbooked, present alternative options, or someone will be dropped.
  - Lesley suggests changing Wobblers age range? But Afternoon may be a nonstarter for people.
  - Annmarie suggests rotating people per week (vacation schedule, everyone scheduled to miss a week periodically). Out of the box idea but possible.
  - Amy suggests emailing families, explain situation, ask if they'd be interested in an afternoon 2s class.
  - Maybe encourage people to consider Thurs 1s class if enrolled in Wobblers even if younger than 1, in case Wobblers needs to change.
  - Lesley will draft email and send. Annmarie would like to set a date to follow up with families (either end of July or when we hear from Kris).

### **Marketing update – Mandy (1 min)**

- Open house – 6 families attended, (7 signed up, 1 no-show). 2 have already enrolled. 3 of the 4 new families enrolled.

### **Teacher update – Amy (17 min)**

- New instructor – applicant will be interviewed on June 30 via Zoom.
- Classes – OPEP will give guidelines for cleaning, masking, etc. College meeting in July, expecting an update at August board meeting. Decisions will be made for us. Regarding vaccines for adults – there is a chance WA Governor or college may require Community/Tech College students to be vaccinated. In that case, parents would either need vaccination or exemption (medical, religious, philosophical, needs to be on file.)
- 21-22 calendar – Amy created

- Need to think on certain events if they are plausible for where we think we'll be this year. Amy removed Family dinner nights
- Annmarie asked Amy if Shared Planning drive was useful or if another method would be more helpful. Sara and Amy used the Instructors folder for everything.
- Lesley asked if start/end/breaks are set, Jessie can update website.
- Veterans Day – we will hold class, but may not be able to allow siblings.

### **Webmaster update – Jessie (5 min)**

- Jessie asked about taking down Covid section and News and Updates, seems dated for this point in time. Lesley suggests keeping News and Updates, taking other pages down. That way people will know we've changed and responded and safety protocols, etc.
- Annmarie says Treasurer shared drive is ready to be made public to group.
- Jessie to give Mandy CC account and she'll also hold onto Marketing account for the rest of the summer.
- Jessie to mark Friday morning and Little Learners as full on website.

### **Events update – Amanda (20 min)**

- Events are recycled from year to year, timing and event are fairly predetermined. New event ideas are welcomed. Events coordinator handles some of them, Teachers handle some of them.
- Event coordinator handles Family Fun Night, Baby Disco, End of Year Picnic. Dates need to be run by Teachers first because Teachers need to attend. Board Members attendance is more flexible. Church is available to us M-F, we need permission to use on weekends.
- Amanda has spoken with Tim Noah and Cyndi Soup, who would be happy to do it and within budget. Amanda can propose Dec 15. Need to table discussion for now, Amy and Amanda can discuss dates via email.

### **Class Coordinator Reports**

- Skipping. Mandy is CC note taker.

### **Safety and Facilities – Annmarie (1 min)**

- Annmarie has crate to give to Cathy

### **New business - Annmarie (35 min)**

- Summer marketing plan – Mandy
- Mandy has question about budget, ok to start moving things along and she will get reimbursed after fiscal year starts in July.
  - Woodinville having concert series with booths but not full day like prior, Duvall was cancelled
  - Timing of open house? Maybe 4<sup>th</sup> (Labor Day wkend) or 11<sup>th</sup> of Sept, possibly August if we're set up in time. Before classes start but before board setup. Board setup is when the board comes together and sets up school out of summer storage. End of August/Beginning of Sept. Needs to be set up by Orientation Nights. Can figure out in July.

- Summer Jobs – Annmarie
  - S&F coordinator usually schedules carpet clean and new wood chips. Wondering if these tasks can be postponed to save money. Amy thinks carpet cleaning is not essential, there were not many people in there this year. Typically woodchips are smashed down, relocated and need to be replenished. Amy doesn't think they need to be replenished but a raking would help. Ok to table for now, can always do that later in the school year if needed.
  - T-Shirts – Mandy mentioned they are traditionally ordered and ready to go for Orientation night. Who handles, Events or Marketing? Sold at cost, \$8 for kids, \$12 for adults. Mandy will be responsible and will coordinate with Amanda.
- Future Board Meeting Dates – Annmarie
  - Do we need a July Meeting? Lesley thinks we can skip July but meet in early Aug. Group discussed 2<sup>nd</sup> Tues meeting schedule vs. 3<sup>rd</sup> meeting. Annmarie votes for 2<sup>nd</sup> Tuesday meeting schedule. We determined we will go with what Amy has on the calendar. Can look and see if anything needs changing. Will skip July, meet Aug 3.
  - Virtual vs. In-person? LW Toddler Group will be doing once per quarter in-person. Group discussed various viewpoints.
    - WTG Board decided to meet every other meeting in-person.
  - Annmarie will send out dates to everyone in a separate meeting. Keep 7pm start time.
  - Next board meeting, Tues August 3<sup>rd</sup>, 7pm via Zoom. Sept will aim to do in-person.
- Plan to fill open board positions
  - Will wait for now and determine plan in August. Lesley has a blurb in registration email letting people know of openings. Can send email in August to enrolled families and do a big push once school starts.
  - Open positions: Treasurer, Registrar, all CCs except Wed AM CC, Safety and Facilities, Marketing, Webmaster, Toy Cleaner, Yearbook, both Librarians, Purchaser.

**Adjournment:** 9:29pm.

**Next Meeting for the New Board: Tues, August 3<sup>rd</sup>, 2021, 7pm via Zoom.**