

# WTG Board Meeting Minutes

April 20, 2021 7:00pm-9:00pm



**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Annmarie Duncan, President

**Note taker:** Stephanie Beard, Secretary

**Attendees:** Sara Bennier, Amy Flinn, Annmarie Duncan, Lesley Clawson, Stephanie Beard, Mandy Mattingly, Jessie Phillips, Ana Ricard, Jennifer Van Tuyl, Han Wexler, Alyssa Nardoza, Katie Schlecht

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

**Class Coordinator Note Taker:** Ana Ricard

**Call to Order** 7:05pm

**Approval of Minutes from Last Meeting** *Ana motions to approve March Minutes. Seconded by Mandy. Motion approved.*

## **Board Housekeeping - Annmarie (5min)**

- Open Board Positions: Treasurer, Wed AM CC, Safety and Facilities
- Update Job Descriptions
  - *Job Descriptions have been sent to current board holding that position, edits must be made by April 30th.*
  - *A section has been added at the end of each job description for items kept at the board members' home.*
- 21-22 Board members status
  - *Lesley to stay on as Registrar through the summer, this will allow for an overlap for training new Registrar.*
  - *All other positions are still open, though some current members have expressed potential interest.*
- Play yard
  - *Thank you to Jessie for cleaning the play yard*

## **Calendar**

- Apr 21 Parent Ed: "Raising Healthy Eaters"
- May 6 Last Art Pickup
- May 17-19 Last Week of Classes - Picnic Week
- May 18 Membership Meeting and Board Meeting

## **Treasurer's Report - Annmarie (15min)**

- Update - Reclaiming Capital One \$\$ from State of WA (Lesley)
  - *Complete - Check came in the mail from the State. Deposited in the Bank of America account until we make a decision in a new bank which will allow WTG to diversifying where the money is held. Needs to be a local bank with local branches due to board turnover each year, we need to be able to go in person vs. virtual like Capital One.*
- Review reports: Budget vs Actuals; Statement of Financial Position

- o *No changes, overall we are losing money for the year, but we expected this for the year.*
- **Infant Tuition Refund Update**
  - o *Only ended up refunding \$90, one family withdrew at the beginning of Spring quarter, one gave it back as a donation, the other applied it to their registration fee for next year so no refund checks had to be issued and we had positive PR we were hoping for.*

### **Registration – Lesley (5min)**

- **20/21 Enrollment Update**
  - o *Registration is officially closed for this year, but we had one family that came in right before the deadline as a test run for next year. Ending the year with 47 total families.*
- **21/22 Enrollment Update**
  - o *2 new registrations since the last board meeting, but 2 registrations on hold due to lack of payment. One has confirmed they are truly interested but still haven't paid. Currently sitting at 40 families for next year.*

### **Classrooms/Community Update**

- **Website – Jessie**
- **Marketing/Events – Mandy**
  - o *Duvall Days was canceled so no marketing opportunity there. The Woodinville Parade has not been updated, typically mid to late August, we may hear something early summer as they are likely waiting to see what happens with COVID.*
  - o *Could do another Facebook Live or hold opportunities for one on one chats with Mandy.*
  - o *Hoping to have an in person Open House this year. Mandy to connect with Amy to hold a tentative date for an Open House to avoid schedule conflicts over the summer.*
    - *Could we do a May Open House? If we don't have over 15 people in the building, we could possibly have an Open House now per current guidelines. Sara decorated the bulletin boards, play yard is cleaned up, classrooms set up. Sara to connect with Kris to confirm. Potential for Parents Only to avoid toddlers from touching everything. Consider evening instead of a weekend, could further encourage parent only.*
    - *Need Lesley, Mandy, Sara and Amy at minimum to run the event. Potentially 1 more.*
- **Class Coordinators Reports**
  - o **Jennifer:** *Remove parent library from the bottom of the weekly emails since we only have one art pick up left? Yes, remove.*
  - o **Katie:** *Do we need to research parks to go to? No, they're all going to be at Cottage Lake Park. Sara will reach out with more info.*
- **Safety and Facilities**
- **Secretary – Stephanie**

### **Thoughts from the Teachers - Sara and Amy**

- *Email from the church, they replaced one of the lights that was out.*
- *Kris is getting the ball rolling on hiring a new teacher.*
  - o *Teachers are often times former WTG families, so send in referrals or if any of the board is interested.*

- *How to we get the word out? Send a note in the weekly emails, how do we include alumni? As soon as Kris makes it official, a job posting goes out through the college and we can forward that along to alumni and/or Facebook.*

### **Updates and New Business - All Board**

- Yearbook - Alyssa
  - *Photos were taken at the last art pick up, went well. Had a lot of families participate so we have most of the kids. Monday AM doesn't have as many. She will be asking CCs to get photos for the yearbook.*
  - *Families will be able to order and have yearbooks shipped to their house. That way WTG doesn't have to front the money. It's a few dollars more expensive for families, but families can buy them outside of a specific timeframe which gives more flexibility. Recommend this order process going forward.*
- Appreciation Event - Annmarie/Group
  - *Typically a dinner or something. Two ideas: Virtual Paint and Sip, or lunch at a members house or park, but we would need good weather and space to social distance.*
  - *Plan is to host a lunch at Amy's as she has space to social distance. An evening would be better as daytime on weekends are typically busy. Annmarie will send a list of dates to Amy so she can remove any that don't work. Then Annmarie will send a survey to the entire board with dates and will narrow it down from there.*
- Toy Cleaner position
  - *Currently, there are 3 families, receive 50% tuition waiver if they complete monthly toy cleaning. Does the reimbursement have to be approved every year? No, it's in the budget, so it is approved every year when the budget is approved.*
  - *Put Away position was removed.*
- Proposed Budget 2021-22 - Annmarie
  - *Annmarie took the budget we started this current year with and will move forward with that unless there were specific things that changed (Jovial payments etc.). Numbers won't change much and this is what will be proposed to next year's group.*
  - *Even/odd year requirements, re-barking the play yard for example. Determined it was ok to switch from even to odd due for anything that wasn't done this year due to COVID.*
  - *Marketing*
    - *Budget raised this year for social media and online due to COVID. Should't need that moving forward so those additional funds are not required and should not be included in the proposed budget.*
  - *Do we lower the online tuition? We will propose as is (e.g. same tuition) this year and the new board can make their determination as they will have more information to go off of.*
- Get to Know Each Other Activity: What is something local you are looking forward to doing/seeing this year?

**Adjournment 8:07**

**Next Meeting: May 18, 2021**