

WTG Board Meeting Minutes

May 17, 2022 7:00pm-9:25pm



Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, President

Note taker: Cathy Nickell, Secretary

Invitees: Amy Flinn, Melanie Carpenter, Annmarie Duncan, Lesley Clawson, Cathy Nickell, Mandy Mattingly, Jessie Phillips, Amanda Huppert, Shannon Yambasky, Erin Beall, Sabrina Midturi, Anjelina Moore, Brad Moore

Class Coordinator Note Taker: Erin Beall

Call to Order 7:05pm

Motions and Approvals

- Cathy moved to approve April meeting minutes, Erin seconded, vote passed.
- Mandy moved to approve Fall Membership meeting minutes, Amanda seconded, vote passed.
- Cathy moved to approve two volunteer Board positions for 2022-23: Anjelina Moore as President and Brad Moore as Safety and Facilities; Shannon seconded, vote passed.
- Cathy moved to approve proposed changes to Bylaws, Shannon seconded, vote passed.

Approval of Minutes from Last Meeting and Fall Membership Meeting (3min)

- Cathy moved to approve April meeting minutes, Erin seconded, vote passed.
- Mandy moved to approve Fall Membership meeting minutes, Amanda seconded, vote passed.

Board Housekeeping - Annmarie (5min)

- 22-23 board member volunteers voted in at Fall Membership Meeting:
 - Mandy Mattingly - CC Tuesday PM
 - Cassie Mish - CC Friday AM
 - Sabrina Midturi – Treasurer
 - Annmarie and Lesley will remain check signers until they can get that transferred over the summer.
- 22-23 board member volunteers
 - Anjelina Moore has volunteered to serve as President
 - Brad Moore has volunteered to serve as Safety and Facilities
 - Cathy moved, Shannon seconded, vote passed
 - Shauna Kruse has volunteered to serve again as Toy Cleaner
 - Two additional people in this position would be ideal, as we will transition back to pre-pandemic cleaning levels which means the teachers will be cleaning less and will rely more on the toy cleaners.
 - A few positions are still unfilled, we will discuss later in this meeting how to transition until they are filled.
- Updated Job Descriptions
 - Updated JDs are on the website.

Calendar (2min)

- May 17-20 Last week of school year
- May 21 Open House
- May 24 Board Clean Up
- May 26 Board Appreciation Event
- June 4 Duvall Days
- August 13 Woodinville Parade

Treasurer - Annmarie (5min)

- Review reports: Budget vs Actuals; Statement of Financial Position
- Review fundraising/donation options
 - Mabel's Labels
 - No orders, it will be up to next year's Board to determine whether to continue with this program or not
 - Dutch Mill Bulbs
 - We do not know how many orders there were, but there was at least one. We will get a check for that in the near future.
 - Library Amazon Wish list
 - No orders so far
- 22-23 Proposed Budget
 - Sabrina will present the new budget at the June Board meeting

Registration - Lesley (10min)

- 22-23 Enrollment Update
 - 51 families are currently enrolled for next year, though two more came in that have not yet been processed. Once those are enrolled there will be 53 families. There are 56 children total including infants
 - 28 families are returning from 2021-22. This does not count returning alumni families who may have taken a year or more off.
 - We are enrolling up to 14 toddlers per class, each class can have up to 3 infants
 - Amy expects the college will return to a requirement of 16-18 adults per class.
 - *Lesley will change the maximum number enrolled to 16 in Jovial*
 - Wobblers currently has 1 enrolled, which is even lower than usual. Generally these families enroll in Aug/Sept. We will accept 7-month-olds if they are interested. Try to promote this class in the community.

Classrooms/Community Update

- **Website - Jessie (30min)**
 - Update: Google Analytics 4 added
 - Jessie added Google Analytics 4 to the website, so we are now getting that data in addition to what SquareSpace offers. This was set up 2-3 weeks ago so not a lot of data from that yet.
 - Update: Cookies banner added
 - WTG falls into a gray area for cookie disclosure regulations, since we are not selling the data. But since we do collect data on how people visit our site and store information to ease the login process, Jessie added it so we are in compliance for the GDPR. It should remember each visitor's choice for 30 days.

- Cathy did not return the Certificates of Immunization Status to the school in time to redistribute to families
 - *Cathy will email families and let them know the certificates will be shredded. Anyone who wants theirs back can let her know and she'll mail.*
- A thank you note and tax donation letter were sent to photographer Meg Sivakumar
 - 50/58 families had photos taken, 82% ordered photos
 - \$3150 sales = \$2680 profit
 - Donated \$321.66 to WTG
- **Yearbook - Annmarie (7min)**
 - Mixbook - link to order yearbooks will be sent out with weekly CC email
 - Mixbook requires you to create an account when ordering. Erin noted that there is a discount for first time orders.
 - Annmarie noted that Shutterfly (the platform used last year) allows individual editing, while Mixbook does not. Mixbook was chosen this year due to lower cost.
 - This year's book has less pages per class (2 pages this year vs 4 pages last year). Some classes did not have many photos and Danielle made an effort to keep the content balanced.
 - Feedback for next year: would be better to have ongoing collection of photos throughout the year rather than just at the end of the year.

Thoughts from the Teachers - Amy and Melanie (12min)

- Review of recent Parent Ed events: Mother's Day Gift Making, Summertime Activity Sharing event, Summer Safety, Flower World Family Event, Father's Day Gift Making
- Amy has general outline of calendar for 2022-23 school year
 - *Quarter dates are set and Jessie will post on website*
- Due to LWIT policy on how teacher time outside of class can be counted toward their needed hours, next year will not include as many WTG-sponsored speakers, so the expense for this will likely be lower than budgeted. There will still be LWIT-sponsored speakers for Parent Ed options.
- WTG parent and former board member Jennifer Van Tuyl was recently diagnosed with breast cancer.
 - *Cathy will send a note to the family.*

New Business - All Board (30min)

- By Laws - Vote on 4 changes
 - Reduce quorum from majority to be at least 10 families; more forms can be stored electronically; votes by email will be recorded in the month after the event instead of before; a grammar correction.
 - Cathy moved, Shannon seconded, vote passed
- Unfilled board positions next year
 - Secretary – Cathy is willing to continue as Secretary through 2022-23 unless another parent volunteers to serve. As a non-enrolled family, she would be a non-voting board member.
 - Events – The position is open to anyone who wants it, Amanda will play by ear next fall whether she serves again. Summer duties include Family Dinner Night (the next Board will discuss whether we want to reintroduce

this event next year) and Fall Concert. The next pressing issue would be reaching out to Tim Noah and starting the planning process.

- Marketing – Mandy will continue on through summer and is willing to continue next year if needed.
- Parent Librarian – Many functionalities of the online catalog that was introduced during the pandemic (Tiny Cat) have expired. Might be easiest to discontinue its use since WTG is meeting in person.
- Webmaster – Jessie can continue through the summer but needs to hand off in Sept/Oct. She will get new board members set up with emails, etc. to kick off new year.
 - Sabrina expressed interest in this position as well.
- Registrar – Lesley is willing to continue in this position through summer and into fall. Hard stop date will be November 1, 2022. Would be great to get a volunteer at the end of summer so Lesley can assist with the transition, but she recommends we try to fill other spots first.
- Class Coordinators – can try to fill in early summer
- Purchaser, Yearbook, Children's Librarian – can fill later, these are great positions for new families.
- Board Appreciation Dinner
 - Thursday, May 26 worked best for the most people.
 - Several members offered their backyards, Cathy's house was most central. We will be in touch with details.
 - BYOB with takeout from Woodin Creek Kitchen. Lesley will coordinate a group order.

Adjournment 9:25

Next Meeting: June 14 (new board)