



# WTG Board Meeting Minutes

July 28, 2020 – 7:00pm-9:00pm

**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Annmarie Duncan, WTG President

**Note taker:** Stephanie Beard

**Attendees:** Sara Bennier, Amy Flinn, Annmarie Duncan, Lesley Clawson, Jodi Downs, Stephanie Beard, Mandy Mattingly, Jessie Phillips, Ana Ricard, Jennifer Van Tuyl

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

**Class Coordinator Note Taker:** n/a

**Call to Order:** 7:06pm

**Approval of Minutes from Last Meeting (2 mins)** *Jodi motioned to approve the minutes from June. Jennifer seconded the motion. Motion was approved.*

## **Board Housekeeping - Annmarie**

- Board Roster up to date? (saved on Secretary Shared Drive)
- Recently Filled Board Positions – Secretary Stephanie Beard
- Open Board Positions Safety/Facilities Coordinator, 4 Class Coordinators (Tue AM, Tue PM, Wed AM, Thu AM)
  - Event Coordinator covered by Marketing
  - Wed PM maybe Jennifer
- Check signers meeting at bank 7/31/20
- Linking to routine meeting documents (minutes, financial docs, agenda) for that review immediately following the meeting sounds like a great idea. we can leave it in read only mode. I'll add to the agenda to see if we can do that for all docs that are sent out prior to each meeting, or if there is a reason or preference why they must be attached. **Annmarie will consider sending link to Drive vs. attaching minutes moving forward.**

## **Calendar**

- Woodinville Parade - **This has been cancelled due to COVID.**

## **Treasurer's Report – Jodi**

- Budget vs Actuals - **Same since it was run through June, new numbers have not been put in for fiscal budget.**
- Statement of Financial Position - **Jodi to make a correction and update as she had to pay Amy and Sara in July instead of June. Jodi confirmed a general fund was approved for a year for the 2018-2019 school year, then approved again for 2019-2020 as there was money remaining. The fund was not approved yet for this current year due to uncertainty with COVID. This should be reallocated into the general fund. In August board meeting, we will need**

- to approve the new budget. Treasurer training on August 12th (Zoom and recorded) - \$30.
- Jovial ACH fees Update - **Changed electronic payment agreement with Jovial, this has been approved. Received a discount on the fees by a significant amount by changing early vs waiting for it to expire. Jodi to confirm wording of the fees/charges for Jessie to update website and Lesley to update all forms accordingly.**

### Registration – Lesley

- 20/21 Enrollment Update - **Same number of registrations from last meeting. 70 enrolled, 62 families (without infants and siblings). Only change, several families have moved classes. Monday AM no longer full, several moved to other classes. No completely full classes. After email, 2 families asked to withdraw, Lesley asked them to wait until we have some additional concrete details and they agreed. Annmarie just heard from another family with interest in the virtual option.**
  - Monday AM - 15
  - Monday PM - 11
  - Tuesday AM - 12
  - Tuesday PM - 0 (shifting to virtual)
  - Wednesday AM - 10
  - Wednesday PM - 13
  - Thursday AM - 3 (some concern here)

### Classrooms/Community Update

- **Website – Jessie**
  - COVID 19 Response page - **On homepage of WTG, revised and added a whole new page with the letter from Annmarie and we will add any updates/changes as they are identified. Confirmed Camp Unity messaging has been posted to the website (states they are there through November).**
- **Marketing – Mandy**
  - Sweatshirt Update - **(Hoodie) 1 small, 1 medium, 1 large, (Zip up) 1 medium**
  - Caspar Baby Pants - **Mandy to reach out to determine what we should do, either virtual or push to spring. He is retiring after this year so this may change his interest/plan to do concerts.**
  - Slideshow for Facebook / Website Update - **Shifting from what had been done in the spring. Mandy will post on the share drive, but she has been waiting to confirm plan/structure for classes.**
  - Mandy asked if there is a sample circle time to show what it might be like, or an example of parent Ed to give people an idea of what it would be like and use for marketing purposes. Amy has recordings in the Google drive, she'll review the videos and we'll need to get permission from anyone shown in the video. Amy to give Mandy access.
  - Struggling to figure out what to do for marketing since so many places are closed (libraries etc). Considering signage/yard signs \$250-\$300 and need a temp sign permit from the city of Woodinville. Mandy to confirm length of the sign permit. Mandy to send out a

- mock up of the potential signs, and she is willing to get those printed and put out in high traffic areas (main roads, grocery stores),
  - Question raised regarding entrance/exit surveys - We have exit surveys for instructors. On registration form, new families are asked how they heard about the group which can be filtered. Request by Annmarie to allow multiple selections (e.g. sign and social media) on the survey. For mid-year drop outs, we want to know why this is happening, especially this year. Typically, when they drop, teachers or CC would contact since they know them best, but it would be good to have a place to gather this info to review later on. Lesley has a running list of who drops, and she will make a note around why they left, and instructors could fill in any gaps.
  - Consider virtual Open house for virtual class? Gives us something to market. Giveaway sweatshirts as door prize?
  - Question around umbrella marketing for toddler groups? There is something about parent-ed, if so, when? Amy is going to follow up and send out an email.
  - Other marketing ideas other than signage?
    - Zoom open house or Q/A Session with a moderator. Provide an overview, and then take questions from attendees. It will either focus on the virtual option or currently enrolled families.
  - Motion for the board to recommend that current year budget include a \$300 general marketing fund. Motion made by Lesley, Seconded by Ana. Approved by board.
- Class Coordinators Reports – No updates
  - Safety and Facilities – No updates
  - Secretary – No updates
  - Events – No updates

### Thoughts from the Teachers - Sara and Amy

- Review of the plan. Phase 3 gathering limit is 10, this will cause concern if we have more than 10 families per class (5 every other week). Originally we were given 22 as the limit - we will need to wait for Kris and/or we will need to confirm local guidance for the “early learning program” classification capacity. This will impact the Phase 2 outdoor learning.
- Phase 1 and Phase 2, there is a break between circle time and Parent Ed (virtual) Get child a snack/settled doing something else and then join Parent Ed.
- Bedtime story - Teacher in pajamas, read bedtime story. Time TBD.
- Amy/Sara to shift outdoor class verbiage - do we limit the number of sign ups?
- Jessie will have a lot of work to refresh the website/archive pages to go back to “normal” following COVID.
- Sara shared virtual class flyer - to be put on website.
  - Virtual families could shift to in person if COVID improves later in the year, though we need to be mindful about mass exit from virtual only. We won't advertise it, but we would allow change at the quarter. Don't have to shift everyone with the college (this is difficult)
- Next steps:

- Getting info on the website so we can link to the page - Jessie to review public school sites to build out infographic/full table. Email chain with Jessie, Annmarie and teachers to start driving this. Jessie to confirm timeline based on workload.
- Crafting email to all families - getting 1-2 sentences on each class/phase (Annmarie)

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

- Review 'WTG Class Information' document (see Thoughts from Teachers above)
- How Board can add/assist with 'value-add' items
- Tuition
  - Online Only Class
  - Hybrid (changes from in-person to virtual)
  - **The college does not want WTG to change tuition for virtual classes. Could create animosity/concern with other toddler groups, and there are other toddler groups considering increasing cost for virtual. Workload increases for teachers with virtual, although it feels different for parents, they are doing more. Local pre-schools are not reducing tuition.**
  - **Unofficial vote: unanimous to keep tuition the same and we will explore value adds for virtual. Will add FAQ to site around why we aren't raising tuition (extra work for teachers, and same credit from the college).**
- Apply for Paycheck Protection Program (PPP) [www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program](http://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program). (Tabled for now)
  - Copied from above website:
 

*The loan will be fully forgiven if the funds are used for payroll costs, interest on mortgages, rent, and utilities (due to likely high subscription, at least 60% of the forgiven amount must have been used for payroll).*

    - *PPP loans have an interest rate of 1%.*
    - *Loans issued prior to June 5 have a maturity of 2 years. Loans issued after June 5 have a maturity of 5 years.*
    - *Loan payments will be deferred for six months.*
    - *No collateral or personal guarantees are required.*
    - *Neither the government nor lenders will charge small businesses any fees.*

*Loan Forgiveness is based on the employer maintaining or quickly rehiring employees and maintaining salary levels. Forgiveness will be reduced if full-time headcount declines, or if salaries and wages decrease.*
- LWIT to provide "Back to School Safety Plan" and Risk Management addendum. **Help to address areas as we go back to class. Risk Management is health/cleaning/safety measures.**
- Possible items to purchase (air purifying machines, electrostatic sprayer) **Sprayer is \$700, but we could consider sharing with the church? Stephanie to do some research on these items (cost, backordered, can we get these, what's the justification/how does it work?) Provide update next meeting un-**

less there is a concern about needing one and not being able to get one due to high demand. College to provide touch-less thermometers, Kris applied for grant for masks and gloves. This is not for every use, more to cover parents who forget a mask that day.

- Orientations for CCs and Families (initial overview only) **Family orientation mid-September. Each toddler group taking a month to find a speaker and all toddler groups invited. Virtual speaker once a month, and WTG teachers only organize one. For CC Orientation, families have not gotten another ask to be a CC (other than those who moved classes). They won't have as many requirements so we may not need a full CC orientation. CC orientation to be pushed closer to September or when we are moving to in person classes.**
- Jennifer can't be CC for Little Learners, but can be CC for 18-36 month class.

**Adjournment 10:04 pm**

**Next Meeting: August 18**