

WTG Board Meeting Minutes

August 3, 2021 7:00pm-9:20pm

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

Snack Volunteers: none (virtual meeting)

Class Coordinator Note Taker: Mandy Mattingly



Call to Order 7:05pm

Approval of Minutes from Last Meeting

- Mandy motioned to approve June minutes, Amanda seconded. Motion approved.

Board Housekeeping - Annmarie (15min)

- Welcome Melanie!
- Snack volunteer Sept meeting –
 - Board determined not to do group snacks for the time being
- Board Set Up/Yard Set up –
 - Board set up: Tues Aug 24. Time frame might need to be extended due to smaller group (plan for 2.5 hours).
 - It is scheduled for 8/24, 9-11:30 with flexibility to come later/leave early if need be.
 - Yard Set up: Suggested ideas were doing yard set up after Open House on 8/28 or after Board set up on 8/24.
 - Mandy, Melanie, and Cathy will stay after on Tues 8/24 to do play yard set up.
 - Annmarie will order grip tape and lock for shed

Calendar

- Aug 24 Board Set up/Yard Set up
- Aug 28 Open House

LWIT/OPEP Updates – Amy (10min)

- Required COVID vaccines
 - LWIT said they would be requiring all students on campus to be vaccinated or have exemption. Kris enquired about Toddler Groups and was told that since the adults in Toddler Group weren't on the LWIT campus, they would not require that of them.
 - Mask requirement – because we are in contact with kids, regardless of vaccination status, everyone over 5 will need to wear masks. Evening events – we need to follow current King Co mask guidance (which is if you are vaccinated, you don't need to wear a mask, but everyone is encouraged to.) Amy suggests encouraging people to wear masks at all events, even when kids are not present.
- Enrollment numbers guidance

- Sounds like we will not have a cap in the fall, but it was recommended that we not fill up our classes as there is a chance that we will be capped again by the time fall starts. LWTG is sticking with 10 per class except in a few cases, and RTG is also sticking with 10. Kris said the college is going with 15 for now.

Registration - Lesley (25min)

- Enrollment Update
 - Wobblers only has 2 students currently enrolled. Amy pointed out that LWTech would not keep the class open without enough participants (10). Amy suggested Lesley reach out to the enrolled parents giving them a heads up and offering spots in the 12-24mo class. Amanda suggested broadening the age range, which Lesley said has come up in past years but the change has not been made due to differences in development at that age. Amy said it is fine to open it to 8-17mo.
 - *The board decided to extend Wobblers to 17mo, Jessie will update website.*
 - Lesley suggested holding class size at 10 students until shortly before session starts, then alert waitlist that there are open spots and fill to 12 (including infants). *The board decided to do so.*
 - Two families have said they would prefer an outdoor-only or online-only option, so we may lose them. *The board determined that we would not offer outdoor-only or online-only at this time.*
 - Lesley believes numbers will drop after she sends “welcome to WTG” email, as there historically has been about a 10% drop.
 - Waitlist is mainly families waiting to get into another class, only about 4 are unenrolled families.
- Over-full Tue AM class
 - Lesley thinks the Tuesday AM class (13 toddlers, 3 infants (1 of which is not yet born)) will probably turn out to be fine. Lesley predicts there will be some drops.

Treasurer - Annmarie (25min)

- Review reports: Budget vs Actuals; Statement of Financial Position
 - Annmarie found that some items from 2019-20 fiscal year were attributed to 2020-21, resulting in skewed numbers. Annmarie will submit an updated fiscal year 21 budget vs actual report once she has the bookkeeper make the changes in Quickbooks.
- Proposed Budget 2021-22
 - Even at full capacity, the budget is projecting a loss.
 - *The board determined to cut the mural expense.*
 - Mandy asked after field trip money. Field trips this year (odd year) will be to pumpkin patch in the fall, Redmond Watershed in winter, and Flower World in the spring. (Even years, field trips are pumpkin patch, Bellevue Botanical Gardens in winter, and Farrell McWhirter in the spring.) WTG usually provides an optional craft project at the pumpkin patch and Flower World. Costs are higher in odd years because we decorate pots and plant flowers at Flower World, so there are more expenses.
 - *Annmarie entertained a motion to approve this preliminary budget; Cathy motioned to approve it, Mandy seconded it. Board voted to pass.*
- Jovial AutoPay

- Jovial is now offering an autopay option, will remember users' credit card and donation options. Only drawback may be payment date options.
 - *The board determined to opt in, Lesley will do so.*

Classrooms/Community Update

- **Website – Jessie (3 min)**
 - Google Shared Drive security update
 - Links will be updated to be more secure. Impact should be minimal.
 - Camp Unity
 - Does Jessie need to put anything on the website about this? Yes, can use the same wordage as previously used.
 - *Amy will send Jessie the dates.*
 - Board Photos in September
 - Photos will be taken at September board meeting
- **Marketing – Mandy (10 min)**
 - Open House Aug 28th
 - Mandy proposed 10am-12pm. Families will register for spots but there can be multiple families per slot.
 - Mandy, Melanie, Lesley, and Annmarie will attend.
 - *Jessie will add to website.*
 - Other marketing
 - Mandy has updated fliers and business cards. Lesley has a box of cards, will bring to Open House. Mandy will order fliers and other materials.
 - Mandy will be updating FB page as we get closer to Open House/ start of school.
 - Mandy will email board when Open House is posted so we can share.
 - Should any of WTG's covid precautions be mentioned in marketing materials? Amy suggested a blanket statement about enhanced cleaning procedures, mask guidance, reduced class sizes, improved ventilation and air purifiers. Annmarie will forward some draft language for their email, in the meantime Mandy shouldn't pause marketing plans for that but use general language that Amy suggested.
- **Vaccination Status (20 min)**
 - The board discussed whether or not WTG Board can mandate covid-vaccination as a term of enrollment or request participants report their status.
 - *At this time Board will follow guidance by LWIT and not require proof of vaccination or completed exemption form.*
- **Events – Amanda (5 min)**
 - Family Fun Night with Tim Noah Updates
 - Nov 12 has been approved with requirements from NUCC (temperature checks, sanitization, etc.) Amanda can keep a live option but also include an online livestream option. Amy and Melanie will brainstorm materials to send home if live event needs to be cancelled. One idea is that Tim Noah can record an event to be streamed later rather than a live stream.
 - Baby Disco Updates

- Feb 7/8. Again, Amanda will plan for in-person events with virtual options as well.
- **Safety and Facilities - Annmarie (5min)**
 - Defibrillator replacement parts
 - Battery died over the summer and needs to be replaced. Pads also need to be replaced. Replacement cost comes to \$236. Annmarie will bring to next board meeting to use as instructional materials.
 - Woodchips
 - \$850 cost to order.
 - *The board decided to move forward with chip delivery in the next few weeks.*

Thoughts from the Teachers - Amy and Melanie (5 min)

- Calendar

Updates and New Business - All Board (1 min)

- Summer Marketing plan - Board
- Board meeting date change - Nov 9 to Nov 16; Feb 8 to Feb 1
 - *Annmarie will send email.*

Adjournment – 9:20pm

Next Meeting for the New Board: September 14, 7pm in-person at NUCC