

WTG Board Meeting Minutes

September 14, 2021 7:00pm-8:30pm



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, Kara Dhanens, Shannon Yambasky

Class Coordinator Note Taker: Mandy Mattingly

Call to Order 7:10pm

Approval of Minutes from Last Meeting

Mandy moved to approve, Amanda seconded. Vote was unanimous to approve.

Board Housekeeping - Annmarie (1 min)

- Welcome new board and support members
 - Shannon Yambasky (Friday AM CC)
 - Kara Dhanens (Thursday AM CC)
 - Erin Beall (Tuesday AM CC)
 - Meredith Lynn (Children's Librarian)
 - Monica Novotny (Purchaser)
 - Shauna Kruse (Toy Cleaner)
- Thank you for the Board Set Up and Yard Cleanup

Calendar (1 min)

- Sept 13 CC Training
- Sept 14-17 First week of school
- Oct 2 Harvest Time Family Circle Time (Zoom)
- Oct 6 Membership Meeting and Speaker Linda Deppa

LWIT/OPEP Updates – Amy (8 min)

- Required COVID vaccines process
 - LWIT Covid Reporting process went live for students. Returning families have received links to report. New families do not yet have Student IDs so have not yet received links to report, that will come in the next few weeks.
- Enrollment numbers guidance
 - No changes
- Substitute teachers
 - Amy and Melanie will not be substituting for each other to avoid any cross-contamination. In the event a class needs to shut down, the other class could remain open if there has not been any exposure. Teachers will be relying on volunteer parent substitutes in the event they can't make it

to class. Parent substitutes require CPR/First Aid certification (provided by WTG).

Treasurer - Annmarie (6 min)

- Review reports: Budget vs Actuals; Statement of Financial Position
 - Budget is finalized in Quickbooks, if we follow the budgeted amounts exactly it will be -\$15k. Many of the largest costs are fixed (rent, payroll, LWIT charges).
- Annual Financial Review of 2020-21 completed
- Bookkeeper responsibilities
 - Michelle has started, also does bookkeeping for LWTG.
 - Complete reconciliation report in QB (and make sure there are no glaring errors)
 - Renewing state/city license
 - Assist Treasurer with remembering important due dates such as:
 - tax forms
 - SOS Charity report
 - 1099's for individual contractor paid over \$600
 - Assist as needed to prepare financial documents for prior fiscal year for audit purposes
 - Available to discuss any financial issues within Jovial or Quickbooks
 - bridges the gap from one WTG Treasurer to another

Registration - Lesley (15 min)

- Enrollment Update
 - 55 of 72 spots filled, but numbers are hard to pin down
 - 2 classes completely full (10+ children), 3 classes with 9 children, 1 class with 7 children enrolled (Thurs PM, 18-36mo).
 - Lesley asked for teacher feedback regarding adding a family from the waitlist with 2 children; teachers approved it.
 - *One of the classes with 9 enrolled will now have 11.*
 - Per the college, 14 adults per class must be enrolled. WTG may ask for additional adults to register. (Every adult who brings a child to WTG must be registered.) Deadline to enroll is 10 days past Sept 29.
- Cancelled class: 8-17mo Wobblers
 - Absorbed into Thursday AM class (9 children).

Classrooms/Community Update

- **Website – Jessie (6 min)**
 - Board Photos in September
 - Jessie will put on website, Cathy will put on bulletin board.
 - CC group email
 - classcoordinators@woodinvilletoddlergroup.com
 - *Jessie will add to the contact list. She will re-send this month along with directions so we can refresh our contact lists.*
 - Class webpage vs. Board webpage

- Most of the content is the same across both pages. Annmarie proposed removing Board webpage if it would save time/effort.
 - *Jessie will evaluate and decide.*
- **Marketing – Mandy (5 min)**
 - Open House Aug 28th Recap
 - 8 families signed up, a few no-shows. Many families were already registered or signed up on the day.
 - T-shirts
 - Existing T-shirt supply is limited. This year T-shirts are being preordered. Mandy will submit an order for any additional shirts needed. Supplier has had shipping issues, so certain sizes and colors have been discontinued. Some colors/sizes may vary.
- **Events - Amanda (6 min)**
 - Family Fun Night with Tim Noah Update
 - Tim Noah concert has been moved to a virtual event. Amanda has spoken with Tim, he is investigating interactive livestream options. At the least, he will customize a recorded concert to our group. WTG Zoom account can accommodate all our families.
 - Timing TBD
 - Baby Disco Thoughts
 - Baby Disco plans will be dependent on how things go over the next few months.
 - Blythe Park End of Year Picnic
 - Will be available to book in 2022, will look into details in the new year.
- **Safety and Facilities - Annmarie (3 min)**
 - Defibrillator replacement pads delayed
 - Battery has been replaced and is in hallway. The expired pads are in the machine. New pads are in transit but delayed, we don't have a delivery date.
 - Woodchips delivered
 - Soft spots are still there despite new layer of chips, we suspect moles are the issue.
- **Secretary – Cathy (2 min)**
 - Non-discrimination ad question
 - Kris handles, she will email out a heads-up when the ad is running. Once this happens, Cathy will respond to her with questions and remind Treasurer to pay.

Thoughts from the Teachers - Amy and Melanie (7 min)

- **First Day Report**
 - Classes have begun and the first day went well.
- **Pumpkin Patch Trip**
 - Group trip has been cancelled as it has been recommended that group events this quarter be cancelled.
 - Any families who go to the pumpkin patch on their own will receive credit for the event.

- In place, teachers will do two Zoom circle time sessions on 10/2, which also will be counted as credit for those who attend.
 - *Calendar has been updated, Amy will send.*
- **Outside toy shed**
 - This year we won't be opening it to save time having to clean toys between each use.

New Business - All Board (5 min)

- Board Fun Gathering
 - Get-to-know-you event to be held outdoors – Saturday, 8/25, 11am Bothell McMenamins.

Adjournment - 8:29pm

Next Meeting: October 12, 7pm (virtual on Zoom)