



WTG Board Meeting Minutes

August 18, 2020 – 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, WTG President

Note taker: Stephanie Beard

Invitees: 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: 7:04

Approval of Minutes from Last Meeting: Jodi motioned to approve the minutes from July. Lesley seconded the motion. Motion was approved

Board Housekeeping - Annmarie

- Recently Filled Board Positions – none
 - Open Board Positions: Safety/Facilities Coordinator, 5 Class Coordinators (Tue AM, Virtual Tue PM, Wed AM, Wed PM, Thu AM)
 - Event Coordinator currently covered by Marketing
- Check signers met at bank 7/31/20 and new signers are official
 - **Confirmed Stephanie to review bank statements for Jodi.**

Calendar

- Virtual Q&A – August 21, 7-8pm (may run over with questions)
 - **Mandy to facilitate/moderate, Teachers focus on presenting.**
 - **Any general/widely applicable questions from the chat to be shared with the broader group at the end of each section of the presentation.**
 - **Lesley/board members to answer questions in the chat that are specific to an individual situation.**
 - **Slide at the beginning to say name, child's age, etc.**
 - **Be sure to call out they don't have to decide tonight, but request that they let Lesley know if they want to switch classes early the following week.**
- Welcome Email August 25
 - **Lesley to have it ready Monday the 24th, latest it will go out is the 25th.**
- Class Orientation Sept 8-10
- CC Training on Sept 11
 - **Pushing this out to hopefully get some additional CCs signed up. Could have very new CCs so veteran CCs to help the teachers and/or support new CCs.**
- Classes Start Sept 14-17

Treasurer's Report – Jodi

- Budget vs Actuals

- Statement of Financial Position
 - **Incorrect amount in Capital One, we actually have \$26,042.87. WTG has not been in touch for 3 years, Capital One notified that unless we contact they we will forfeit the funds - Jodi will reach out and ensure this stays open.**
 - **Add agenda item to discuss how to manage funds going forward.**
- Approve 20-21 Budget
 - **Action for Jodi: Need to figure out correct sick leave for teachers.**
 - **Cap for classes is 15, so WTG should be charged \$2,400 less (than what is currently listed in proposed budget) if LWIT is charging the same tuition as they have in the past. \$50 per quarter, per adult. 15 adults in 7 classes - \$15,750.**
 - **Cleaning: leave as is as we'll need to pay this once we are in-person.**
 - **Special funds for books, toys etc. will be removed as per prior discussions to roll back into general fund.**
 - **Annual expenses: 34,267.50**
 - **Total expenses: 54,213.00**
 - **Estimated total revenue: \$36,794.00**
 - **Expecting a loss of \$17,419.00.**
 - **We have enough in the bank to cover this. This is to be expected with COVID and lower enrollment.**
 - **Currently have 70 kids, 63 families. About 60%.**
 - **Typically estimate revenue based on 85%, Jodi did 70% which was closer to what we have.**
 - **Ana motions to approve budget as presented, noting that Treasurer will update to include the approved increased maximum supplemental hours (see Teachers Section), and paying teachers for low enrollment cancelled classes (see Registration Section), and the cancellation of the Thurs AM class (see Registration section).**
 - **Lesley seconded the motion. Motion was approved.**
 - **Jodi will present updated number the next meeting.**

Registration – Lesley

- 20/21 Enrollment Update
 - **3 drops since last meeting, 2 were families that reached out prior to reopening plan. Asked them for feedback, and both just said they don't want to do virtual. May re-enroll when we're out of phase 2.**
 - **4 new registrations**
 - **Had a couple move classes, 2 families in new online class.**
 - **70 kids, 63 families.**
 - **Monday AM - 16 (3 infants)**
 - **Monday PM - 10**
 - **Tuesday AM - 12**
 - **Tuesday PM Online - 2**
 - **Wednesday AM - 10**
 - **Wednesday PM - 15 (2 infants)**
 - **Thursday AM struggling - 3 toddlers, 2 infants. Leave it to determine where we end up with total enrollment.**
 - **If college cancels it due to low enrollment, WTG would have to cover the cost. Target to actually hold the class, no fewer than 10. We need to get this figured out by end of August.**

- 2 with infants registered in Feb - may not even want to stay registered, third one just registered and know they want Thursday. They have to have the Thursday time.
 - Lesley motions for WTG to pay the teachers directly for up to 2 classes should they be cancelled by LWIT due to low enrollment, as long as they have 10 or more enrolled. Jodi Seconds. Motion was approved.
 - This will be about \$2,000 per instructor per quarter.
 - Lesley will cancel the Thursday AM class. Lesley to send email to enrolled families prior to Q&A session, do not remove from website etc. until Amy asks Kris about the difference in whether WTG cancels or the college cancels.
 - Lesley is tracking drop outs, and she will contact them once we go to Phase 3 to see if there is renewed interested in joining. College doesn't like to add classes back if we have to cancel for low enrollment, but due to COVID, we should be able to bring them back next year.
- Welcome Email
 - See above

Classrooms/Community Update

- **Website – Jessie**
 - Reopening Plan & Virtual Q&A posted to the website
 - **This is all up and running**
 - Board Photos
 - **This will be challenging for new board members. Determined this will be a low priority for now. Jessie to add names and we will hold on pictures for now. Will do Zoom meeting screenshot from September meeting.**
 - Permissions for Google Drive Folders
 - **Need some kind of structure/protocol so users can easily find documents. Jessie to work on this over the next month and bring a presentation back to September meeting.**
 - Training for email, Google Drive, and website
- **Marketing/Events – Mandy**
 - General updates
 - **Caspar Baby pants is not doing virtual events.**
 - **Facebook ads have gone out for Virtual Q&A.**
 - **Email reminder to current families and alumni for Virtual Q&A to go out on Thursday**
 - **T-shirt sales: Mandy to test out t-shirt sale site.**
 - **How to proceed with marketing - general messaging or focus on online version?**
 - **Decided to continue to focus on online only. Can focus on in-person when we shift phases.**
 - **Community Facebook Groups, does Mandy need access? Ana, Stephanie and Annmarie to share to Bothell/Mill Creek groups. Stephanie to explore Next Door.**
- **Class Coordinators Reports**
 - Jennifer: Can she email the parents in her group?
 - **No wait until welcome email goes out.**

- Forms/immunization - Immunization covered below, doesn't need to collect anything else.
- After welcome email, CCs will follow up with email and phone call to all families.
- **Safety and Facilities**
- **Secretary – *Stephanie***
 - Air purifying machines and electrostatic sprayer
 - **Electrostatic sprayer charges particles so disinfectant adheres to more surface area of objects or furniture. Handheld sprayers are about \$1,200 and larger backpack versions are \$2,800. Both in stock and Prime delivery on Amazon. Non-electrostatic sprayers are another option and start at \$300 and go up from there.**
 - **Could expedite cleaning, will make a decision at a later time if we think these are necessary.**
 - Immunization form collection process
 - **Although we're virtual, we need to collect forms. Requesting that parents bring immunization forms to the first art pick up on September 11. Stephanie will drop by at the end of pick up to collect forms. Any that aren't collected will be collected by teachers at the outdoor meetups.**
 - **We are shifting to the official Certificate of Immunization forms, though this isn't a major priority for LWIT due to COVID.**

Thoughts from the Teachers - *Sara and Amy*

- Sara working on "Back to School Safety Plan" from OPEP
 - **Kris notified that we don't have to focus on this since it is mostly applicable to Phase 3.**
- Parent Handbook
 - **Amy updated this. The one to go out to parents initially will cover Phase 1 and Phase 2. When we approach Phase 3, we will do another version with more information about going back to class.**
 - **Curriculum handouts will now be going out every 2 weeks instead of monthly.**
- All School Calendar
 - **Difficult because the Teachers aren't sure what they will be able to do. Calendar won't be final before school starts, and there will likely be some TBD events.**
- Supplemental Hours
 - **Get supplemental hours in the summer and then once per quarter. Covers what the teachers do for WTG that the college doesn't pay for.**
 - **Summer planning - 40 hours (unchanged from last year)**
 - **Normal year, 54.5 total supplement hours**
 - **Virtual - 32.5 "normal" supplemental hours, and then there will be variable hours based on how many monthly art pick ups, outdoor meet-ups, board set up, board put away are completed.**
 - **Set up/put away classroom hours will also be variable.**
 - **Amy's recommendation - 32.5 supplemental hours, and then they would be paid by bonus based on however many monthly art pick ups, outdoor meet-ups, board set up, board put away are completed.**

- If we increase what we pay to teachers via payroll, we will pay taxes. Kris said we could determine how we pay, but Lesley said to hold up to IRS audit, we need to go through payroll for hours worked.
- Annmarie to create an amendment to the contract and the teachers are to report hours to Jodi for the variable items.
- Annmarie - Can volunteers take over any of the supplemental hour tasks?
 - Would be difficult, just adds complexity and explanation which is more time consuming.
- Jodi to add separate line item in the budget: virtual supplemental line item for max amounts. This should be the difference from the typical 54.5 hours and virtual 114.5 hours.

Updates and New Business - All Board

- New children's band that offers virtual concert
 - **Vote on interest in this - 4 yes, 1 no, 3 maybe. Difficult because we would be paying someone to do something we could pull up on YouTube.**
 - **Could we do something about making music together vs. watching a performance. This is already being investigated.**
- Virtual Open House
 - **Not hosting this - Q&A will be the only event prior to school starting.**
- How Board can add/assist with 'value-add' items or art/activity packets
 - **Tabled for now, but teachers to advise if they need support.**
- Apply for Paycheck Protection Program (PPP) www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program.
 - **Annmarie does not feel we need this due to reserves that WTG has and the effort it would take to submit this. Also only good for Fall quarter.**
 - **We will not move forward with this.**
- Board meeting dates – Change February
 - **Feb 23 new board meeting date**

Adjournment: 9:50pm

Next Meeting: September 15