

WTG Board Meeting Minutes

October 12, 2021 7:00pm-8:16pm



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, Erin Beall

Class Coordinator Note Taker: Kara Dhanens

Call to Order (7:02pm)

Approval of Minutes from Last Meeting

- Mandy motioned to approve, Amanda seconded. The Board voted to approve.

Board Housekeeping - Annmarie (1min)

- Kara Dhanens: Switched from Thursday AM to Thursday PM CC
- Board Fun Gathering

Calendar

- Oct 19 LWIT Speaker: Anxiety in Children (Zoom)
- Oct 25 Parent Book Club (Zoom)
- Nov 2 CPR & First Aid
- Nov 9 LWIT Speaker: Birds & Bees & Kids (Zoom)
- Nov 9-19 Winter Tuition Collection
- Nov 11 Veterans Day (class is held)

Treasurer - Annmarie (3min)

- Review reports: Budget vs Actuals; Statement of Financial Position
- Counterfeit \$20 bill for T-shirt
 - o Woodinville Toddler Group will absorb the cost with the assumption that the parent was unaware the bill was counterfeit.
- 990-N form completed for 2020
 - o Accountant recommended using this form instead of the older form as WTG made less money this year. This form should be easier and less expensive to file.
- Fred Meyer Community Rewards
 - o Annmarie submitted application 10/4, may take a month to complete. Should be an easy way to fundraise.

Registration - Lesley (5min)

- Enrollment Update

- o We are halfway through Fall Quarter. Only 2 families have dropped, while 2 new families have enrolled. One spot is still available in Little Learners, one spot Thurs PM, two spots in Thurs AM.
- How should Marketing address openings in Winter Quarter, should she push to fill spots? Yes, we should make an effort to fill spots, and registration fee will be pro-rated.

Classrooms/Community Update

- **Website – Jessie (15min)**
 - o Gmail email issues
 - SPF added 9/30, DKIM added 10/4. These keep the domain name trustworthy when sending emails. Without these, another sender can spoof our domain which will then get flagged as spam sender, so emails will go to recipients' spam folders. There's another layer of protection (DMARK) that can be added, but Jessie isn't sure if she is able to do it or if it is necessary. The issue should be resolved, but let Jessie know if there are any more issues.
 - *Please only use Gmail or Gmail app to send emails from WTG. Ask families to add WTG contact info to their contacts to make sure emails will go through.*
 - o Board Login on the website
 - Following up from Sept Board meeting, Jessie investigated what is listed on the Board login from the website and there are just meeting minutes, etc. It isn't really being utilized, as most of this has been replaced by the drive, but it would take a lot of work to take it down and then even more work to re-setup if WTG ever wants to use it again.
 - *Annmarie suggests putting a note in the President's Notes a year or two out to review and decide then if it is still not being utilized. Jessie will continue to post meeting minutes.*
- **Marketing – Mandy (9min)**
 - o T-shirts
 - T-shirts are ready. Mandy will pick up, sort, and have ready for CCs to distribute to families. There were a few classes in which only a few families purchased shirts, so they will have the option to purchase at a later date as there are extras. WTG will continue to sell off inventory and start off fresh next year.
 - There are about 15 shirts that were misprinted (too large of design on baby shirts, crooked, etc.) Ideas to use included giving away as prizes, using as smocks during art, using as extra clothes in case of accidents.
 - Total cost for new shirts came to \$565.95 (including tax). So far \$392 has been collected, with \$36 outstanding. There are extras to sell for the rest of the year, so about \$97 worth of t-shirts to sell this year to break even for the year.
 - o Book Club

- Two copies of Raising Good Humans will be available in the Parent Library beginning this week.
- **Events - Amanda (6min)**
 - Family Fun Night with Tim Noah Update
 - Tim Noah concert is confirmed, he will want to do a test run the week before. He reduced the price to \$500 since it will be via Zoom and reduced to 30 min. Extra budget can be used by WTG to provide props for families and Amanda will work to make it more interactive. Show will be recorded for those who can't join live.
 - Event will be Nov 12, the weekend prior will be DST. Timing will be 6/6:30?
- **Safety and Facilities - Annmarie (3min)**
 - Play Yard Edge near Building
 - Annmarie suggested sprucing up the empty area in the play yard with ferns.
 - *Instructors will discuss with NUCC.*
- **Secretary – Cathy (4min)**
 - Board Roster
 - *Cathy will send out Board Roster for members to review.*

Thoughts from the Teachers - Amy and Melanie (10min)

- Recap from Membership Meeting and Speaker Linda Deppa
 - Linda Deppa's talk went well and Melanie received positive feedback, though some participants were surprised by some of the content being different than they expected from the title. Perhaps this can be taken into consideration if marketing this topic in the future.
 - Recording will be available later and the link will be sent out in an email.
- Toy Cleaners
 - As part of enhanced cleaning protocols, Amy and Melanie are doing the Toy Cleaner tasks between classes. They don't think that three Toy Cleaners are needed, but it would be nice for someone to come through once a month to clean windows, etc. The instructors are reworking the Toy Cleaner job description to reflect updated tasks.
 - *WTG will move forward with one Toy Cleaner for the time being. Jessie will remove solicitation from the website.*

New Business - All Board (15min)

- Book Club
 - Erin brought up that there is some confusion regarding the upcoming Book Club (not enough notice to read book, amount of book to be read, book not available at library, how to sign up.) The Board discussed the event and possible solutions to increase turnout.
 - *Amy, Melanie, and CCs can bring attention to Book Club and upcoming events/flyers. Erin suggested three different formats: email, bulletin board, and welcome table.*

Adjournment 8:16

Next Meeting: November 16 In-Person

Get to know you Activity: TBD