



WTG Board Meeting Minutes

September 15, 2020 – 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Lesley Clawson, VP/Registrar

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, Alyssa Nardoza

Snack Volunteers: None (virtual meeting)

Class Coordinator Note Taker: Ana Ricard

Call to Order 7:04 pm

Approval of Minutes from Last Meeting *Jodi motions to approve August minutes. Mandy seconded the motion. Motion approved.*

Board Housekeeping - Lesley (5min)

- 2 Recently Filled CC Positions: Welcome Han Wexler in the new Virtual Tue PM class, and Alyssa Nardoza will be the Wed PM CC
 - Open Board Positions: 2 Class Coordinators (Tue AM, Wed AM), Safety/Facilities Coordinator
 - **Just filled CC for Tuesday AM. Only remaining open CC position is Wed AM.**
 - Event Coordinator currently covered by Marketing
- CC Training on Sept 11

Calendar

- Sept 14-16 Classes Start
- Sept 17 Optional Craft Session - **This will be shifted to the 24th (Review the “Optional Zoom activity sessions led by board members” section under Marketing for more details)**

Treasurer’s Report – Jodi (15min)

- Budget vs Actuals - **\$81,414.72 Operating budget. Capital One (Reserve Acct) \$26,926.05. Total \$108,340.77. Revenue \$2,096 (reservation fees and tuition). Expenses \$1,290 (rent). Total: \$108,346.77.**
- Statement of Financial Position -
- 20-21 Budget - **We are projected to have a loss of \$18,885 this year. Based on our reserves, we are fine, should not be concerned regarding this loss.**
- Capital One account - **We need to close this because we cannot have new signers added to it and its been inactive for 3 years and they will forfeit the funds. Jodi requesting Lesley to deposit in BOA and then we will transfer into the new account once it is created.**

Registration – Lesley (5min)

- 20/21 Enrollment Update

- o 9 registrations since last board meeting.
- o 21 drops. Some did say they will re-enroll once we are in Phase 3 and have an in person aspect outside of the park meetups. Some were a quick turn around (sign up and then withdrawn the next day). Many have withdrawn infants.
- o 54 enrolled, 51 families. About 20 families below where we would like to be.
 - Mon AM - 10, 1 infant
 - Mon PM - 6
 - Tuesday AM - 7
 - Tuesday PM - 12
 - Wed AM - 6
 - Wed PM - 10, 2 infants
- o Board to brainstorm how we can increase enrollment.
- o Annmarie - How are the other toddler groups' enrollment?
 - Amy - Lake WA and Redmond have gone to an outdoor model. Half of their class meets every week. Essentially an outdoor toddler group. Those are filling. Frustrating because this was not communicated between toddler groups.
 - This structure would be difficult for the teachers as they have their own kids at home. Can't take this on at this point, it's too late.
 - Can we reclaim those that dropped out of their programs?

Classrooms/Community Update

- Website – Jessie (5min)
 - o Board Photo – Zoom Screenshot - Smile!
 - o Update from G Suite - 'My Drive' files deleted automatically from trash after 30 days
 - **Starting Oct 13.**
- Marketing/Events – Mandy (10min)
 - o Reimbursement
 - **Mandy has about \$250 (going towards \$300) for reimbursement.**
 - **Jodi can pick up receipts, or they can be emailed over. There is currently 1 signer on this right now. Jodi to send reimbursement to Annmarie for approval.**
 - o Optional Zoom activity sessions led by board members
 - **Board led and would provide an opportunity for families to do the art project at the same time. Meant to replicate the casual conversations that would happen at the art table. Held on Thursday via Zoom. Mandy to take the first few and we can rotate if others are interested. Planning for 11am for about 15 min.**
 - o T-shirt ordering and sales
 - **WTG did a smaller order last year, big order 2 years ago. How many are left?**
 - **Not a full box.**
 - **\$700 is set aside in the budget for t-shirts this year. Since there are so many alumni we may not need to do an order this**

year. Mandy to coordinate with Amy to go see how many are in the storage shed and make a plan from there.

- Class Coordinators Reports
- Safety and Facilities
 - If you go to the church in person, be aware that you have to take your temperature, confirm no symptoms and write your name down.
- Secretary – Stephanie (5 min)
 - Immunization form collection process
 - WTG must have the form on file for outdoor meet ups, and if we get ahead of it now we can hit ground running when we shift to in person.
 - MMR is the one we have to chase down the exemption.
 - CCs will continue to check on forms for their class and follow up.
 - For outdoor meet ups, Stephanie will do a review of the sign ups 2 days in advance (will work with the teachers on this) to verify if there are any missing forms for those signed up. If there are, Stephanie will contact the CC who will contact the family to let them know they must bring the form with them in order to attend. If Stephanie isn't at the meet up, an attending board member should collect the forms and then contact Stephanie to organize a pick up.

Thoughts from the Teachers - Sara and Amy

- Class Orientations
 - Went great, about the same attended as usual.
- Sara Update
 - WTG family with very sick older daughter. Can we do something? They have a love list for the Mom, some for the daughter. Sara will check in with her contact to confirm if they are interested in having an anonymous donation set up.

Updates and New Business - All Board

- Teachers: Cancelling classes at LWIT level but keeping them at WTG
 - We need 15 to run each class. We don't have that
 - Cancel 2 classes with the college, we will still run 6. Sara's Tue AM and Wed AM cancel with college, and enroll everyone in the other classes.
 - We need 5 extra adults, and WTG pays their tuition.
 - Kris understands and is ok with it for this quarter.
 - Cost for WTG - instructor salaries about \$2,000 per class per quarter. \$50 per quarter per adult (\$200)
 - Jodi and Annmarie to work together to update teacher contracts to align to this plan.
- Mandy: Board members call families
 - Phone calls would be a mechanism to build parent community, gather feedback etc.
 - From CCs: Texting seems to work better instead of phone calls.

- o Might need to meet for a few weeks and then we could revisit having 1:1 conversations/texts. Parents might not be willing to share right away if they don't know the caller. Maybe week 5 or 6, board members reach out via text or voicemail to see how it's going, let us know if you have feedback etc.
 - o Can we add in some kind of parent only time at the end of parent Ed?
- Mandy: Optional private Facebook group for traditional program
 - o Facebook group for your class. Full program community group.
 - o Content: weekly post respond to, people could ask questions, post videos, parents can share art/activities. Book recommendations etc.
 - o Mandy will set this up and get this going.
- Annmarie: Librarian jobs while virtual
 - o WTG has 2 librarian positions - both are filled. Mandy is parent librarian. Children's librarian has the boxes with all the books. Children's Librarian did want to talk about the scholastic book orders which would be the only thing on her plate right now.
 - o Teachers will put scholastic flyers out at art pick up if the timing works out.
 - o How do we make books available (parent and children's librarian)?
 - We will need to verify if there are guidelines for sharing books due to COVID? Do we need some kind of disinfectant we have to do?
 - Mandy's preference is to do book recommendations via the Facebook group, vs actual check out of paper books.
 - Would be nice to do this as an add on (everything is online right now, it would be great to have something tangible to give people)
 - Kids book couldn't be offered (no inventory or check out process), but Jennifer could give recommendations.
 - Could Jennifer take on the parent librarian?
 - Mandy mentioned LibraryThing, which allows us to create an inventory of books. If parents are getting the inventory, then teachers could pull books and have them ready for art pick up. Mandy/librarian will figure out a system and go from there.
- Jessie: Recommendations for Shared Drive Permissions
 - o Jessie has gone through the folders, 13 folders, mostly job specific, and permissions for each one. Not a lot of consistency in who has access to each folder.
 - o Jessie to send an email and gather feedback from the board on permissions.
- Jessie: Recommendations for Organization of Shared Drive
 - o Table this until next meeting.

Adjournment: 9:09 pm

Next Meeting: October 20