

WTG Board Meeting Minutes

November 16, 2021 7:04pm-9:05pm



Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, President

Note taker: Cathy Nickell, Secretary

Attendees: Amy Flinn, Melanie Carpenter, Annmarie Duncan, Lesley Clawson, Cathy Nickell, Mandy Mattingly, Jessie Phillips, Amanda Huppert, Shannon Yambasky, Erin Beall

Class Coordinator Note Taker: Shannon Yambasky

Call to Order 7:04pm

Motions and Approvals

- Motion and approval of the minutes from October 2021

Approval of Minutes from Last Meeting

- Annmarie entertained a motion to approve the minutes from October; Mandy moved to approve, Shannon seconded. Approved with 5 votes.

Board Housekeeping - Annmarie (5 min)

- Jessie and family will not be continuing with classes at WTG, due to a new preschool opportunity for her daughter. Jessie will remain on the board as Webmaster in an advisory capacity.
- Annmarie checked in to make sure the Board is ok with the virtual/in-person combination of board meetings.
 - *The board agreed to leave the schedule as-is.*

Calendar (5 min)

- Nov 18 Discussion: Family Traditions (Zoom)
- Nov 9-19 Winter Tuition Collection
- Nov 22-26 Thanksgiving: No class
- Nov 30 Parent Book Club (Zoom, new day)
- Dec 4 Winter Family Event: Redmond Watershed
- Dec 7 Parent Professional Panel (Zoom)
- Dec 21-31 Winter Break: No Class
- Jan 6 LWIT Preschool Night
 - LWIT has cancelled Preschool Night for this year

Treasurer - Annmarie (10min)

- Winter tuition collection has begun
 - Some families paid before the email from Jovial went out. Autopay should be done behind the scenes by Jovial, so those who opted in will be charged on the 20th.

- Review reports: Budget vs Actuals; Statement of Financial Position
 - We are a bit over budget on the Equipment Facilities line item due to woodchips and laminating machine.
 - Reservations are lower than anticipated.
 - Otherwise, things are progressing as expected.
- Fred Meyer Community Rewards
 - Application was accepted and WTG now has an account. Information will be shared along with the Amazon Smiles acct in a weekly email. Lesley has confirmed that it does work and is easy to do if you have a Fred Meyers Reward Card, but users will need to create an online account to link their card with the donations.
 - Money will arrive quarterly if we've earned over \$25. If not, Fred Meyer will keep the money until we go over \$25 in a quarter. Otherwise, we'll get the money at the end of the year.

Registration - Lesley (6min)

- Enrollment Update
 - No official drops aside from Jessie's family. Lesley anticipates a few other families will drop at the end of the quarter and not continue on to Winter quarter.
 - 5 new enrollments. 2 started in the past few weeks, 3 will start at the beginning of Winter quarter. There are 4 new families on the waitlist.
 - Tues AM class was full with infant and toddler spots, so we've decided we can increase the class by 2 kids, which will move that up to 10 families. This class has 9 families on the waitlist, so it should not be a problem to fill the last 2 spots.
 - Currently enrollment is at 54 toddlers plus 4 infants.
 - Space available: 1 in Little Learners (Tues PM), 2 in Wobblers (Thurs AM). Registration fee is prorated for joining in Winter quarter (down to \$66).

Classrooms/Community Update

- **Website - Jessie (5min)**
 - Update: Email Issues Resolved
 - The Board verified that no email issues have arisen; Jessie will close out this topic.
 - Update: Fred Meyer Community Rewards posted to the website
 - It is displayed on the footer of every page along with the Amazon Smile details. It is also up on the Student login.
 - Amazon Smile is now part of the Amazon app. If WTG sends out communication about Fred Meyer, we should also include a note about this Amazon change.
 - *Jessie will put together instructions and send out.*
- **Events - Amanda (16min)**
 - Tim Noah Recap & Feedback Request
 - Amy received unsolicited positive feedback from multiple families in her class.
 - Annmarie pointed out that some of the songs were a bit complicated, so may have lost the attention of some of the little ones.
 - *Amanda will pass along some feedback to Tim Noah and take this into consideration for next year's event.*
 - Baby Disco Update

- The board agreed that 30 min max would be a good aim.
 - Amanda has found a DJ in CA with great reviews who throws virtual kids disco parties for \$150. The DJ is Brian Hoffman of Interactive Kids Disco & Brian Hoffman Magic.
 - There are 2 nights for Baby Disco on the calendar, we will condense it to one night. It can be done any night that week. Amanda will check with the performer about dates, potentially targeting Thursday 2/10.
 - Post-board meeting update: Event has been confirmed for Thursday, 2/10/22 at 6:00pm.
 - So far we are under budget for events, so there is room to do this event as well as provide materials for a craft, etc. to make beforehand. This will leave room in the budget for an end of year picnic.
 - Regarding the picnic, Mandy reminded Amanda to let the CCs know if there's anything they can do to help organize with volunteers, etc.
 - The board will plan for an in-person End of Year Picnic.
- **Safety and Facilities - Annmarie (10min)**
 - Play Yard Status
 - The log cabin and a train segment were destroyed after a tree fell on the play yard in October. WTG will engage with NUCC's insurance to receive compensation for the losses. All claims will go through the church's insurance, not WTG's insurance.
 - Annmarie is not able to verify when the log cabin was purchased. Amy remembers it being there in 2010 so Annmarie will use that in the claim.
 - The train was custom made. Annmarie reached out to the woodworker who has not yet responded.
 - Annmarie will provide insurance with quotes of what it would cost new and the process will go from there.
 - There is no timeline for when the play yard will be fixed.
 - Historical information lost
 - A flash drive is missing (was not passed off from one Safety and Facilities board member to the next.) Information missing includes emergency supply list, signage, etc.
 - Former Safety and Facilities board members have not responded with any details.
 - Emergency supplies
 - Annmarie replaced the backup water, but has not gone through the food supplies. A volunteer is needed to go through, see what is expired, and make a shopping list.
 - *Melanie has volunteered to do this.*
 - Amy suggested that we come up with another plan for the water. The large plastic jugs freeze, crack, leak, and cause a large mess, which has happened the past 3 years in a row. Plastic jugs could be replaced with boxed water or another means of storing the water.
- **Secretary - Cathy (3min)**
 - CC Note takers
 - Cathy created a sheet for CCs to sign up to take notes. Annmarie will pull information from this sheet when she creates each month's agenda.
 - Board of Directors bulletin board

- Board of Directors bulletin board is in the works. Cathy has had trouble printing quality photos in-person so will order online.
- **Marketing - Mandy and Jessie (9min)**
 - T-shirt orders
 - T-shirts can still be ordered through the first week of Winter quarter via Jovial. Mandy set up an online ordering link. Pricing is the same and there are all sizes. Payment can be accepted online, via check, or along with tuition.
 - There is a family that paid cash that has not been accounted for. WTG will cover the cost.
 - *Treasurer will follow up with the family.*
 - Kindering
 - Jessie has spoken with a Kindering provider who was excited to learn about WTG and pass that info along to other families. Jessie has followed up to see how we can further engage with Kindering and the families in their community.

Thoughts from the Teachers - Amy and Melanie (17min)

- First Aid/CPR Training
 - It was a successful event with 14 participants. There was one member who did not complete the training, but everyone else received their certification.
 - Typically, each year WTG hosts First Aid and CPR training on alternating years, as each certification is good for two years. This year they were combined to catch up from missing last year's event. The First Aid training is pretty short, so next year the plan is to combine First Aid with Emergency Preparedness or another topic.
- Class Updates
 - Things are going well. Kids are adjusting, cleaning protocols are going well, families are complying with procedures, and there have been no Covid cases at the school.
- Jovial Check-In
 - Melanie asked about the check-in process for families without a cell phone. The board discussed the point of having the family check in, which is to 1) count attendance for each class date and 2) perform the Covid screening questions. It was agreed that Melanie could verbally receive confirmation of that family's Covid screening and keep her own attendance record, so it is not necessary for them to sign in online.
- Holiday Travel Plans
 - An email was sent out previously regarding travel protocols. Erin suggested that email be re-sent as we approach Thanksgiving.
- Redmond Watershed Hike
 - Amy has created the flyer. Information will be sent out in an email. Siblings/family are welcome.
- Parent Professional Panel
 - The event will be via Zoom on 12/7, with parents in the WTG community sharing presentations on topics they are knowledgeable about (can be their profession but does not have to be). We are seeking panel participants.

New Business - All Board (42 min)

- Play Yard Replacements

- Insurance payment is not likely to cover the full cost to replace damaged equipment. WTG will purchase the equipment and donate it to the church per LWIT's policy. Timeline TBD.
- We should be creative regarding what we purchase to replace them. Be mindful of looking at more "playground" grade vs. "home-use" grade.
 - *Board members should brainstorm ideas, paying attention to what their kids like at playgrounds.*
- Volunteer needed to review Emergency Supplies
 - Melanie has volunteered.
- Pre-Discussion on raising tuition for 2022-23
 - The board makes decisions in January regarding registration, open houses, etc.
 - Many costs have increased, including rent, insurance, mailbox, teacher salaries, tuition due to LWIT. Income has decreased over the past two years. The last tuition increase was in 2013, and it was nominal.
 - Given several factors, it is likely that next year we will break even or lose money. The board will debate increasing registration fee/tuition vs keeping it the same.
 - Lesley receives a lot of feedback from registering families. Many have mentioned that they registered with WTG specifically because it is the lowest registration fee of the local Toddler Groups. She recommended not raising the registration fee but instead raising other categories.
 - The board discussed fundraising options in case we want to pursue that avenue.
 - *Annmarie and Lesley will discuss enrollment forecasting ahead of January's meeting. Discussion to be continued at the next meeting.*
- Bylaws
 - Going forward, Bylaws review will be initiated by Secretary every 4 years.
 - The Board discussed the issue of quorum at the annual Membership Meeting. Issue was tabled, discussion will be continued at January meeting.

Adjournment – 9:05

Next Meeting: January 11 In-Person

Get to know you Activity: Holiday activities you will do with your family this year