



WTG Board Meeting Minutes

October 20, 2020 – 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, 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, Han Wexler, Alyssa Nardozza, Katie Schlecht

Snack Volunteers: none (virtual meeting)

Class Coordinator Note Taker: Jennifer Van Tuyl

Call to Order: 7:06

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

Board Housekeeping - Annmarie (5min)

- Recently Filled CC Position: Welcome Katie Schlecht, Tues AM CC
 - Open Board Positions: Wed AM CC, Safety/Facilities Coordinator
- Librarian jobs while virtual
 - **We have an account on a library catalog website. Mandy to put all parent books that are currently on the cart into that online catalog.**
 - **The goal is to allow parents pick up books at the art pick ups. Parents would request prior to art pick up online, and then those would be pulled and ready at art pick up.**
 - **On the children's side, the Children's Librarian has been working to put the children's books online. She will have lists and get things in order to have children's books accessible for winter quarter.**
 - **Teachers are onboard with the process since it's the same process as the public libraries.**
 - **Mandy to type up the procedure and Sara to add to the COVID document.**
 - **Jenny might need some guidance on the Scholastic book order. Lesley will reach out to last year's children's librarian to see if she can provide some guidance to Jenny.**

Calendar

- **October 27th, membership meeting 6:30 and then Home Remedies.**
- Nov 5 "Parenting on the Same Page"
- Nov 5 Art Pickup
- Nov 10 "Travel & Holidays"
- Nov 11 Class will be held on Veteran's Day
- Nov 9-20 Winter Tuition Collection

Treasurer's Report – Jodi (10min)

- **Budget vs Actuals - As of July 1 - balance in operating budget \$88,392.90. Expenses - \$10,743.40. Overall balance of \$111,055.99. Account balance is \$85,013.09. As of July 1 Capital One - \$26,042.87.**

- **Capital One forfeited the money to the state of Washington. There were many steps taken to make sure this didn't happen so Jodi will be speaking to Capital One tomorrow to get this figured out.**
- **Lesley - Could be easier to reclaim the money from the State instead of going through Capital One. No need to panic, and we are not needing this for cash flow and we can get it back from the state.**
- **Statement of Financial Position**
- **Capital One account (see above)**

Registration – Lesley (5min)

- **20/21 Enrollment Update**
 - **Only had 2 drops since last board meeting, 1 enrollment.**
 - **50 families, 53 children enrolled. 40% of where we would be right now.**
 - **Officially cancelled 2 classes with the college and moved people on paper to make sure the college is happy with numbers.**
 - **Could see some drops at the end of Fall quarter with those who are not happy with the virtual format.**

Classrooms/Community Update

- **Website – Jessie (20min)**
 - **Reminder: update your contacts, Jessie sent out a few days ago.**
 - **Discussion on Shared Drive Permissions**
 - **Teachers have access to everything, President and VPs have Commenter or higher access to all folders.**
 - **Webmaster, Registrar and Treasurer folders are more locked down due to sensitive content.**
 - **Sara to add Jessie as a manager on the Planning folder to include the CCs.**
 - **Recommendations for Organization of Shared Drive**
 - **Concern: Agendas, budget reports etc. are not readily available due to folders being restricted.**
 - **Solution: Create a folder with sub folders including Forms (reimbursement forms), Board (budget/actuals, agendas/minutes/calendar/handbook etc.),**
 - **Recommendation is to have almost everything on the shared drive.**
 - **Folder format: Topic level folder, content level folder (year), title/topic as needed:**
 - **Class CC > 2020 > Topic Level folders**
 - **There are some items that are not year specific (multi year contracts etc.) so may need additional folders for this. The Events folder also potentially has this problem.**
 - **President folder - Annmarie will look over and then she'll figure out how to fit into the format.**
 - **Board folder - We'll need to figure out who establishes the file structure/archive items etc. Each person/position will set up their drive for the next person. Get everything in the new folder that the next person will need.**
 - **Every board member should reorganize their own folder using this structure once Jessie updates permissions and sends out the final structure.**

- Jessie to send out permissions in a week, revise them, and then ask everyone to update their folder before the next board meeting.
 - Photos: Need to confirm which are ok for yearbook vs what is ok to share on Facebook. Jessie and Mandy to connect on this.
 - T-shirts should be under marketing, history is under events coordinator, but it shifted last year from events to marketing.
 - Move away from any flash drives and get everything on the Drive.
- **Marketing/Events – Mandy (10min)**
 - Alumni Email “Come back Winter Quarter”
 - Did a craft and chat, had a few attend. Mandy would like to schedule something for next week. She will offer the craft and chat again and send it out to the CCs. She is looking at the 29th at 11.
 - Facebook group: Alyssa has been driving this. Only have 15 members so far. For CCs - if you haven’t invited families or joined, Mandy will send info in the Facebook group. Mandy to send to Amy’s Wed AM class.
 - Alumni email - about 50 families. Get this email out in the next 2 weeks. Would like to call out speaker or someone they can highlight to try to bring alumnus in.
 - E-flyer - Mandy needs proof of non profit status.
 - Online ad in Parent Map, email and website. Just East side, won’t reach Snohomish. Could do a smaller email or online to advertise in Snohomish. Determined this was not needed, parents decide what they want to receive so Snohomish parents can select East side if they want those updates.
 - If it’s only going to run for a month, then we should go after the holidays and target spring quarter, and we could get some who want to register for Fall. Will do the ad in February.
 - We can do signage if we have a specific event (e.g. Open House) but we can’t put up basic signage just for the program. Mandy to go ahead and get the permit in case we do want to do it. Could get one for free for next year.
 - T-shirt ordering update
 - Got the box, we’re down to nothing in 2T and 3T. If we want to continue, we need to order. Should we order and do a bulk order, or do we do pre-order?
 - Mandy to do an interest survey to see who is interested in buying one. If there are an alumni that are passing them down. Mandy to create a google form to see who would want to buy one.
 - Amy has 3 sweatshirts with her if we need them.
- **Librarians - Mandy (10min)**
 - Librarian jobs while virtual - see above
- **Class Coordinators Reports**
 - Ana: Made a Facebook group for class, mentioned a get together for Mom’s after kids go to bed. Encourage connection etc.
 - Katie will set up a Facebook group as well.
- **Safety and Facilities**
- **Secretary – Stephanie (5min)**

- Immunization forms
 - **Reminder to CCs to have parents turn these in, particularly on Mondays before art pick ups.**
 - **Outdoor Meetups - Stephanie is checking immunization forms for all students signed up for the Friday meet up on Thursday afternoons after 3pm. Email goes to parents missing the forms to remind them to bring their forms to the meetup.**

Thoughts from the Teachers - Sara and Amy

- **Amy**
 - **Art pick up has been fine.**
 - **Outdoor meet up moved to 1 session only.**
 - **Story time on Friday, attendance has been up and down, but it's enjoyable.**
 - **Classes for Amy has been going well. Parent Ed has been good. Circle time is tough for the little ones, Little Learners is ok.**
 - **Annmarie: can common songs be shared? When she started she didn't know any of them. Teachers can send links to YouTube videos/ website for these.**
 - **Biggest concern is retaining people.**
 - **Alyssa: can we do class specific outdoor meetup? Can we do something to get everyone together**
- **Sara**
 - **Is the reminder email helping?**
 - **Yes for outdoor meet ups. Are we concerned about those who absolutely can't do Fridays and annoying people?**
 - **Can we just do recordings of you reading vs having people zoom in. Would be a better user experience.**
 - **Teachers prefer Zoom, but understand why this would be easier for toddlers and varied bedtimes.**

Updates and New Business - All Board

- **Teachers: Membership Meeting - This is where Annmarie shares status, and Jodi shares financial status, 15 min before speaker.**
- **Annmarie: Yearbook - How do you do yearbook with a virtual year? And who is going to pay money to have this? 3 said yes they'd love it, worth trying to create this. Can include photos, submit art they did at home etc. If you attend something with someone else, take a picture. There will be a yearbook folder, and start uploading them there and we'll come back to this in a few months.**
 - **Alyssa signed up to own the yearbook**
- **Get to Know Each Other Activity: Favorite or beloved Halloween costume**

Adjournment: 9:10

Next Meeting: November 17