

WTG Board Meeting Minutes

January 11, 2022 7:00pm-9:55pm



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, Erin Beall

Class Coordinator Note Taker: Erin Beall

Call to Order 7:05pm

Motions and Approvals

- Motion and approval of the minutes from November 2021
- Annmarie entertained a motion for the 2022-23 school year, to raise single student tuition to \$180/quarter, toddler and infant to \$220/quarter, two siblings to \$320/quarter, and toddler and caregiver to \$220/quarter. Cathy moved; Mandy seconded. 3 in favor, 1 opposed; vote passed.

Approval of Minutes from Last Meeting

- Cathy moved to approve the November 2021 meeting minutes; Mandy seconded. Motion passed with unanimous vote.

Board Housekeeping - Annmarie (5min)

- Kara has asked to take Thurs PM CC role off her plate; she and her family will remain enrolled.
- The Board will look for volunteers to fill the Thurs PM CC role for the remainder of the year.

Calendar

- Jan 19 Parent Ed: Power of Play
- Jan 25 Parent Ed: Developing Empathy in Children
- Jan 27 Preschool Preview at Northshore Co-Op

Treasurer - Annmarie (10min)

- Winter tuition collection has begun
 - A few families have started later in the quarter and there are a few that have not yet paid, will need to figure those out.
- Review reports: Budget vs Actuals; Statement of Financial Position
- Fred Meyer Community Rewards
 - Rewards program has started. Have not received any money from it yet, which is to be expected. There is at least one known purchase so we will look for that in the next few months.
- Benevity Donation \$399

- Benevity is an employee donation matching organization. This is WTG's biggest donation from Benevity ever!

Registration - Lesley (25min)

- 21-22 Enrollment Update
 - 60 toddlers and infants currently enrolled, 54 families. From Fall Q, 4 families have joined and 3 have withdrawn (all withdraws are from Little Learners).
- 22-23 Registration timeline
 - Timeline for family notification and registration open dates finalized.
 - *Annmarie will reach out to NUCC to confirm March 5 Open House date. She will also include potential May 21 and Aug 27 dates as a heads up.*
- 22-23 Proposed class schedule
 - WTG is limited by LWIT to 7 classes
 - The board discussed length of class and prep time between classes.
 - Given teacher input and board advisory, it was decided that classes would run 2 hours with 45min prep time in between. AM classes will run 9:15-11:15 and PM classes 12-2pm.
 - *Jessie can post class schedule and other information at any time following this meeting. Mandy will begin making posts following that.*

Classrooms/Community Update

- **Website - Jessie**
- **Marketing - Mandy (3min)**
 - T-shirt orders
 - Erin suggested mentioning the T-shirt orders to new families that have joined.
 - *Mandy will re-send order details for CCs to include in weekly emails.*
 - Upcoming tasks include signing up for Duvall Days in June, Woodinville Parade in August, putting flyers up.
 - *Mandy will take on Duvall Days and Woodinville Parade, the rest of the Board will assist with distributing flyers. Mandy will compile a list of suggested places to post flyers.*
- **Events - Amanda (30min)**
 - Baby Disco
 - Feb 10, 6-6:30pm
 - Brian's cost is \$150. He would like to join the Zoom 15min early to make sure everything is set up properly and touch base with Amanda and teachers.
 - Amanda is brainstorming items to purchase with remaining budget. Ideas include bubbles, party hat, disco bouncing balls, necklace. There is plenty of budget remaining to use for various items.
 - The Board also discussed incorporating a Valentines theme into the party items, which has been done historically.
 - *Amanda will select and order party items to distribute to families ahead of the Baby Disco.*
 - End of the Year Picnic
 - At this point, there is nothing to say that WTG will not be allowed to hold an outdoor event in May, and we should move forward with planning.

- There are 54 families enrolled. The Board discussed pros and cons of splitting picnic into two groups to cut down on group numbers. Smaller groups will allow more social distancing as well as a cost savings on mandatory insurance from the park.
 - It was determined that WTG will hold an AM and a PM session, organized by class time, but families will have the option to attend whichever session best fits their schedule.
 - The Board discussed venue options. There has been feedback that the Cottage Lake playground is not especially toddler-friendly, whereas Blyth Park is better suited for smaller kids. Amanda has been in touch with Blyth Park reservations but they are not open yet and it is not known when/if they will be open. Amanda will wait a few more months before securing another park. Blyth Park will be the first choice, with Miners Corner or another park second.
- **Safety and Facilities - Annmarie (3min)**
 - D Batteries Needed for Emergency Radio
 - *Mandy will bring this week.*
 - Melanie - Emergency Supplies
 - Melanie secured the water and made sure there were no leaks. Melanie took inventory and will share with Annmarie.
 - *Annmarie will do math on needed items and let Procurement know what to order.*
 - Replacement Pads for Defibrillator Arrived and were installed
- **Secretary - Cathy (2min)**
 - Cathy was asked for an update on the Parent Board of Directors bulletin board for the Blue room. The photos have arrived and she will work to install the board in the next two weeks.
 - Cathy asked if she should use this as an opportunity to advertise Board openings. It was determined that she will solicit for CC's and Yearbook, which are the most pressing vacancies at this time.

Thoughts from the Teachers - Amy and Melanie (8min)

- Parent Professional Panel went well, all sessions were well attended. Big thank you to all parents and family members who participated on the panel!
- December's Watershed Hike had low attendance but attendees had fun.
- Tiny Timbre music class was well attended with positive feedback.
- Children's Book Club is coming up in Feb
- WTG at this point does not plan to go virtual. If something changes, teachers will let everyone know right away. The plan and hope is to carry on in-person with families who are comfortable attending. Kris sent an email today outlining how the other toddler groups are proceeding during this uncertain time, with the option ultimately left up to the teachers.

New Business - All Board (1hr 21min)

- Yearbook Volunteer Needed
 - Annmarie committed to the photographer from last year
- 2022-23 Tuition Rate Increase Discussion
 - Annmarie presented various options for tuition increases. Following on the discussion from the November meeting, the Board has determined that a tuition cost is necessary at this point. The registration fee of \$99 will remain the same.
 - The Board discussed what the other toddler groups charge, the reasoning behind WTG's pricing strategy, and pros and cons of various increased

- rates. WTC lost money 2020-2022 and most likely will next year if lower enrollment continues.
- Mandy suggested highlighting the Tuition Assistance program for any families for whom the increase will be a financial hardship.
 - The board held a vote on the tuition increase.
 - Annmarie entertained a motion for the 2022-23 school year, to raise single student tuition to \$180/quarter, toddler and infant to \$220/quarter, two siblings to \$320/quarter, and toddler and caregiver to \$220/quarter. Cathy moved; Mandy seconded. 3 in favor, 1 opposed; vote passed.
 - *Annmarie will send email to families to advertise upcoming registration details and tuition increases.*
 - *Following the President's email, Jessie will put new tuition schedule on website.*
 - Discuss Possible Play Yard Replacements
 - Various play equipment options were presented and debated. The board narrowed it down by category but due to time constraints were not able to arrive at a decision. Board members will discuss at another time offline.
 - Tabled for another meeting: By Laws
 - Feb 1 meeting
 - Aside from the Play Yard Replacements, there are no other pressing topics at this time. We will try to continue the play yard discussion offline and reach a resolution in a timely manner.
 - The Board will keep the Feb 1 meeting on the calendar in case we need to hold it.

Adjournment 9:55

Next Meeting: February 1 In-Person (or March 8)