

WTG Board Meeting Minutes

March 8, 2022 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, President

Note taker: Cathy Nickell, Secretary

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

Class Coordinator Note Taker: Mandy Mattingly



Call to Order 7:02pm

Motions and Approvals

- Approval of Minutes from Feb 1, 2022 meeting. Shannon made the motion, Cathy seconded, vote passed.
- Motion approved by email on Feb 27, 2022 to spend up to \$2,000 to purchase new play equipment and any corresponding installation equipment for the outdoor play yard. Cathy made the motion, Amanda seconded, vote passed.

Approval of Minutes from Last Meeting (1min)

- Shannon motioned, Cathy approves, motion passed

Board Housekeeping - Annmarie (5min)

- Welcome new Thursday PM CC: Cassie Mish
- Need CC Note Takers for remaining meetings
 - *Cathy will re-send link so all CCs have it*
- Motion approved by email on Feb 27, 2022 to spend up to \$2,000 to purchase new play equipment and any corresponding installation equipment for the outdoor play yard. Cathy made the motion, Amanda seconded.
- Class pictures went smoothly. Make up session offered March 14.
 - Historically, digital links to photos have come back 7-10 days after photo session, with a few more weeks after that for prints.

Calendar (1min)

- March 15 Parent Ed: Temperament
- March 23 Busy Bag Exchange
- Apr 4-15 Spring Break - School Closed
- April 14 Parent Ed: Child Safety (LWIT)

Treasurer - Annmarie (1min)

- Winter tuition collection continues
 - 5 families have yet to pay, Treasurer will send email to families and will follow up with CCs
- Review reports: Budget vs Actuals; Statement of Financial Position
 - Everything looks fine and in general, there haven't been any material changes.

- Equipment line is over budget due to purchase of play equipment. Annmarie will be reimbursed by WTG, WTG will then be reimbursed by insurance, so this will even out.
- License/permit category is overdue due to a late fee.

Registration - Lesley (4min)

- 21-22 Enrollment Update
 - This year has been generally operating net zero in terms of enrollment. Some families have dropped out and others filled their spots, with no net gains or losses.
 - Currently WTG has 64 out of 72 spots filled
 - On April 1 WTG will stop accepting new applications for this school year
 - We received 4 registrations for Spring Q thanks to Open House - 2 are enrolled, 2 are on waitlist
- 22-23 Enrollment Update
 - Received 10 families from Open House for next year (16 adults)
 - 38 toddlers and 4 infants are enrolled, 42 spots total
 - Not quite 50% there, but we are in much better shape than the past 2 years
 - Currently enrolling classes to 14 toddlers
- As of March 1, LWIT will no longer accept paper registration forms. Instead, families will fill out online registration with the college between now and fall. Portal will be active at some point before the Fall. Amy and Melanie will take the lead on instructing families to do that.

Classrooms/Community Update

- Website - Jessie (5min)
 - Website traffic
 - WTG website is up substantially year over year, up 41% from this same period last year. There was a large spike in traffic from Feb 27-March 5, potentially from Registration email being sent out.
 - Main source of traffic is direct traffic. 26.5% from search engines, 7.4% from social media
 - Search terms that link to our site are mainly “Woodinville Toddler Group”, and some “Toddler group near me”, etc. Jessie suggests adding the term “baby” to our website to drive more traffic for the younger classes.
 - Analytics show there is a lot of new interest and new traffic coming to the site.
- Marketing - Mandy (9min)
 - March 5, 2022 Open House recap and next steps
 - 16 sign-ups, 12 showed up. 4 families registered for Spring, 10 registered for Fall. Thanks to Mandy for organizing, as well as Teachers and Board volunteers for such a successful event!
 - Next steps: May 21 open house, Aug 27. Annmarie has cleared the dates with NUCC.
 - We will plan for both open houses but may adjust the August event depending on how enrollment looks.
 - Duvall Days is Saturday, June 4, 8-4pm. Registration is open now.
 - Would be great to have several participants (board members and families) to staff different shifts at the booth. There is also a parade.

- \$75 for nonprofit booth for the day. Need to be finalized by mid-May, but would be best to register soon so we get a better booth location.
 - The board will brainstorm ideas for goodies/scavenger hunt/etc.
 - *Mandy will send out an email*
 - Woodinville Parade
 - Event usually occurs early August. Information is not out yet, but usually is announced in April.
- Events - Amanda (30min)
 - Baby Disco Recap and Feedback
 - Many families wrote very positive feedback on the online form. Thanks to Amanda for organizing this fun night!
 - Payment has been sent to the performer.
 - End of the Year Picnic
 - This week is the deadline that we set for Blyth Park, but they do not have a reservation system and for now it is first come first serve.
 - Annmarie suggested, and the majority agreed, that we might not need a reservation at Blyth Park. There are two covered structures and several uncovered picnic tables. If we weren't able to get a covered structure, we could probably make do with a picnic table. Annmarie volunteered to get there a bit beforehand and stake out a spot. The picnic will continue to be planned for this park.
 - Miner's Corner has booked up on May 14, but we could switch around Open House or move. The board discussed the fact that Miner's Corner has a great play area and shelter area, but the two areas are separated and would be difficult to supervise playing children from the tables and might be hard for parents to supervise while chatting.
 - There won't be a potluck, families will provide their own food and beverage. Amanda will look into treat options for WTG to provide. Guidelines no longer restrict communal meals, so it is not required to have prepackaged, although we may choose to do so.
 - Activity ideas: parachute, big beach balls
 - The board will table this discussion and discuss further at our next meeting.
 - *We will move forward with no reservation at Blyth Park, Saturday 5/14, with two sessions: 10-12, 12-2.*
- Safety and Facilities - Annmarie (1min)
 - Outdoor play equipment has been purchased
 - No new updates on timing
 - Total: \$4707.94
 - Emergency food has been purchased and stored in the shed
- Secretary - Cathy (2min)
 - Annmarie found a box of historical notes in the shed. She and Cathy have been working on scanning them in and uploading to the shared drive. Documents range from 1996/97-2013/14 school years.
 - Docs located in Secretary -> Archive Meeting Minutes
- Librarians - Annmarie and Mandy (9min)
 - Children's Librarian: Scholastic Sale
 - First sale was a success, second had zero sales. Meredith has offered to organize another, but should we do a third? There is no

ship to home option, so books will need to be shipped to class and distributed.

- *We will move forward with one last sale for the year, even an email will suffice if Meredith does not have enough time to put together flyers.*
- Librarian Job Description says 5 sales per year which seems excessive, should be updated to 3 per year.
- Parent Library
 - Board members agreed that Parent Library should be culled
 - Inventory needs to be taken, as some items were not returned over the pandemic.
 - There is budget to buy a few books if there are resources that would be good additions. There is also a good opportunity to present these to parents in a “Wish List” and see if families would like to contribute in that way.

Thoughts from the Teachers - Amy and Melanie (3min)

- Review of recent Parent Ed events
 - LWIT Speaker: Sibling Conflict had great turnout (over 100)
 - Children’s Book Club via Zoom: Feedback that it would have been preferable to do in-person. There also were not enough copies of the book for everyone to borrow.
 - *Annmarie will make a note for a librarian to check with Teachers in December to see what book they want to do, so WTG can provide more copies for families to borrow.*

New Business - All Board (43min)

- Yearbook Coordinator needs photos from all classes
 - Jessie created a new email address for Yearbook Coordinator: yearbook@woodinvilletoddlergroup.com
 - Danielle is collecting photos via email. Emails were sent to classes but some may not have received them.
 - *Annmarie will follow up with Danielle to make sure emails were sent.*
 - *Cathy will add Danielle and email address to Board Roster*
- WA State/King County indoor mask mandate lifting
 - We have not yet heard from OPEP, meeting Mar 9 so we will hear more from them after that.
 - DOH no longer requires masks, but it is up to each Toddler Group to choose. Fully bleaching all items is now optional, and social distancing and ventilation requirements have also lessened.
 - *Melanie will forward email to Board with the caveat that information will need to be kept confidential until WTG decides how to move forward on any changes.*
 - *As of now, there are no changes that need to be communicated to families.*
- Update Job Description
 - *Each board member should look over their job descriptions and make any necessary updates*
- Board positions for 2022-23
 - Mandy will be CC for Tues PM class

- Cathy will not be enrolled next year but will continue as Secretary through the summer. She has volunteered to stay on through the school year if there are no volunteers.
- *CCs to chat with families about returning and recruiting board positions, ideally in person.*
- Spring fundraising
 - Mabel's Labels [Mabel's Labels: Fundraising Information](#)
 - Labels for shoes, backpacks, water bottles, etc. Low time commitment to set up, we receive 20% back from each order.
 - Dutch Mill Bulbs [Dutch Mill Bulbs Fundraising](#)
 - Flower bulbs. Low time commitment to set up, we receive 50% back from each order.
 - Employer Match Programs – Benevity
 - Add to “Ways to Contribute” list as an idea, and families can get in touch with Treasurer if they need assistance
 - *Annamarie will sign up for Mabel's Labels and Dutch Mill Bulbs. She will send out an email that outlines ways families can contribute to WTG (Mabel's Labels, Dutch Mill Bulbs, Amazon Smiles, Fred Meyer Rewards, Book Wish List, monetary donations, Employer Matching, volunteering time at Duvall Days).*
- By Laws
 - Conversation will be tabled for our next meeting when Amy can give input.
- Board appreciation event
 - To take place between now and end of year, \$500 budgeted.
 - Conversation will be tabled for our next meeting, Board members should brainstorm.
- Board fun night out
 - Informal self-funded event, sometime in March, go get drinks etc.
 - *Lesley will send out Doodle to determine a date, Board members will be asked for a location suggestion.*

Adjournment 9:00

Next Meeting: April 19 In-Person

Get to know you Activity: Favorite healthy snack foods