

# WTG Board Meeting Minutes

February 23, 2021 7:00pm-9:00pm



**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Annmarie Duncan, President

**Note taker:** Stephanie Beard

**Attendees:** Sara Bennier, Amy Flinn, Annmarie Duncan, Lesley Clawson, Stephanie Beard, Mandy Mattingly, Jessie Phillips, Ana Ricard, Jennifer Van Tuyl, Katie Schlecht

**Snack Volunteers:** none (virtual meeting)

**Class Coordinator Note Taker:** Katie Schlecht

## Call to Order 7:02

**Approval of Minutes from Last Meeting** *Ana motions to approve January Minutes. Seconded by Lesley. Motion approved.*

## **Board Housekeeping - Annmarie (5min)**

- Open Board Positions: Treasurer, Wed AM CC, Safety and Facilities
- Children's Librarian: Scholastic orders - Order window open Feb 20 - March 8
- [Board@wtg.org](mailto:Board@wtg.org) email - *Please note that you can only use this email address if it is sent from a board approved email, otherwise it goes to the sender and not the entire board.*

## **Calendar**

- Feb 8-25 Spring Tuition Collection
- Feb 25 Art Pickup
- Feb 25 Open House
- Mar 1-4 First week of Spring Quarter
- Mar 3 Speaker: Mindfulness & Kids
- Mar 4 Children's Book Club

## **Treasurer's Report - Annmarie (20min)**

- Review reports: Budget vs Actuals; Statement of Financial Position
  - *Representing Supplemental Payroll on Budget*
    - *Current report is missing \$2,000 per teacher per quarter for cancelled class (= \$12,000 for the year)*
    - *Virtual supplement pay listed separate, but the recommendation is to roll this all into the Payroll Expense line item. This is supported by Lesley. Will combine.*
    - *\$19,245 is the new Payroll Expense line item total combining all payroll expenses.*
  - *Payroll taxes will be higher than we expected because we are paying the teachers more.*
- *Incorrect Treasurer Reports*
  - *Due to the missing 12K, and other errors that were corrected, the treasurer reports shared from July through January are incorrect. Reports*



- *Mandy will be posting on the Evergreen baby groups' Facebook pages to really push the 1's class for those aging out of their classes and double up on Kris attending and representing all the toddler groups.*
- *Posts have gone out to the WTG Facebook group about registration and asking current and alumni families to share with those they know for word of mouth referrals. Remind current families during class/CC weekly emails to be spreading the word about the program to people they know.*
  - *Sara shared with some fo the Duvall parents groups.*
  - *Mandy has also shared with Woodinville groups and mom's groups on Facebook.*
- *Valentines Day coloring page, card and sticker went out.*
- **Marketing Budget**
  - *Potentially need to increase. However, no ads are planned between now and the next board meeting so no need to approve additional funds at this time. If Duvall Days happens, we may want printed flyers, but we can hold as that is in June.*
- **Open House**
  - *Early May for another Open House and Q&A session.*
  - *Mandy will send out the outline for the Open House after the meeting tonight.*
- **Librarians – Mandy**
- **Class Coordinators Reports**
- **Safety and Facilities**
- **Secretary – Stephanie**

### **Thoughts from the Teachers - Sara and Amy**

- **Current thoughts on possibility of reopening**
  - *Legionnaires' disease in the church water. The church is taking care of that, but couldn't go back if we wanted to. Church thanked WTG for continuing to pay rent.*
  - *New secretary at the church.*
  - *Outdoor meetups are starting in Spring quarter.*
    - *Outdoor meetup reminder went to the Online class - clarification will need to go out as they are not able to attend.*
  - **Transition to In-Person Class:**
    - *Mar 8: Sara to send another survey to families*
    - *Mar 16 Board meeting: Final decision on returning for remainder of Spring Quarter.*
      - *March 22nd: Inform families, and families would return April 19th. This is right after Spring Break, and there would be 5 weeks of classes remaining.*
    - *If we see similar results to the first survey, it would be difficult to return. All adults will have to wear masks, and recommendation for children to wear masks. We could say 2+ have to wear masks, but we have to decide what we want for the program as we can determine what the policy would be. Will include a question about masks on the survey.*

### **Updates and New Business - All Board**

- **Annamarie : Student photos for Yearbook**

- *Contract submitted by Alyssa*
- *March 24/25 (one of those is the art pick up)*
- *Pick-up option for print orders at the May 6th art pick up*
- *Alyssa to send email to CCs to ensure this is included.*
- **Get to Know Each Other Activity: What book/magazine are you reading right now? Or what was the last book you read?**

**Adjournment 8:03**

**Next Meeting: March 16, 2021**