

# WTG Board Meeting Minutes

April 19, 2022 7:00pm-9:33pm



**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Annmarie Duncan, President

**Note taker:** Cathy Nickell, Secretary

**Attendees:** Amy Flinn, Annmarie Duncan, Lesley Clawson, Cathy Nickell, Mandy Mattingly, Jessie Phillips, Amanda Huppert, Erin Beall, Cassie Mish

**Class Coordinator Note Taker:** Cassie Mish

**Call to Order** 7:10pm

## **Motions and Approvals**

- Erin motioned to approve; Mandy seconded; vote passed unanimously
- Board Put-Away scheduled for Tues, 5/24, 9-11am
  - The Board determined to raise the teachers' wage from \$18 to \$22/hr.

## **Approval of Minutes from Last Meeting (2min)**

- Erin motioned to approve; Mandy seconded; vote passed unanimously

## **Board Housekeeping - Annmarie (10min)**

- Need CC Note Takers for remaining meeting
- 22-23 board member volunteers
  - So far no new volunteers, board members should chat with families who are enrolled for fall to encourage them to consider a position.
  - Mandy noted that the CC job description on the Board Positions Role table mentions a 2 hour/week time commitment which is high, other positions also indicated higher time commitments than is needed. Lesley updated the document in the meeting and emailed pdf to Board.

## **Calendar (1min)**

- April 16 Mother's Day Gift Making (rescheduled from 4/23)
- April 25 Summertime Activity Sharing event
- May 4 Membership Meeting and Parent Ed: Summer Safety
- May 7 Flower World Family Event
- May 9 Father's Day Gift Making
- May 14 End of Year Picnic - Blythe Park

## **Treasurer - Annmarie (10min)**

- Spring tuition collection – all families have paid
- Review reports: Budget vs Actuals; Statement of Financial Position
  - There haven't been any changes to the 22-23 proposed budget, Annmarie will have a budget to pass on to the next Board. If any changes need to be made, please let Treasurer know.
  - No new developments to note in the reports.
- Support Email Sent to Families 3/29/22
  - Mabel's Labels, Dutch Mill Bulbs, AmazonSmile, Fred Meyer
    - Dutch Mill Bulbs expires 5/15, will send us check for any amount
    - Mabel's Labels does not expire but won't send a check until we reach a certain threshold.
    - *Erin suggested re-promoting the bulbs in the next email.*
    - *Amanda mentioned signing WTG up for Target Circle Community Giving program. She will look into what is needed to sign up.*
  - Library Amazon Wish list
    - No items have been purchased so far
  - Volunteer Opportunities (Board, summer parades)

### **Registration - Lesley (12min)**

- Registration is closed for 2021-22 school. Several families signed up for Spring Quarter at the very end of the registration period. There have been very few drops for Spring Quarter.
- 22-23 Enrollment Update
  - Currently 52 toddlers and infant siblings total registered (47 families).
  - No classes have filled yet.
  - Wobblers has lowest enrollment.
  - We need to advertise to families with little ones who might not have a program like ours on their radar.
  - Registrations have dropped off in April, hoping that picks up now that Spring Break is over.
  - Friday afternoon class has been canceled for next year by LWIT because they don't want to pay the required health insurance for the teacher with 4 classes. There will be 6 classes total.
    - *Lesley will update registration form and notify enrolled families (5 families). She will report back at the next board meeting but expects most will be open to a different class.*
    - *Jessie will update website.*

### **Classrooms/Community Update**

- **Website - Jessie (26min)**
  - New "Ways to Support WTG" Content

- New “Resources” page may be added to the WTG website to better highlight ways family can support WTG financially and in-kind.
  - Add a new page to the navigation at the top of the page.
  - Update the Footer that shows up on each page with company logos.
  - Suggestions can be made to Jessie.
- **Board Promotion (5min)**
  - Next year the bulletin board in the Green Room can be used for Board photos/visibility as well as to highlight anything the Board wants to promote (open board positions, fundraisers, etc). Photos can be smaller to make more room for other items.
  - Secretary can be responsible for managing the board.
- **Marketing - Mandy (12min)**
  - Open House May 21
    - Due to changed covid protocols, it is now possible to do an open house without time slots and reservations and kids can come, but WTG can choose how we want to proceed.
    - This year we’ve been having 2-3 families sign up per time slot and it has been limited to adults only.
    - We will move forward with adults only and will still have people register for the event, but they can come at any time.
  - Duvall Days, Sat June 4
    - Still waiting on the insurance company to supply the required documents, but the participation fee has been paid.
  - Celebrate Woodinville, Saturday 8/13
    - Woodinville just posted details on the event: parade at 11, exhibitor booths 12-5.
    - Parade entry \$45, Booth \$200.
    - Historically the booth has not been well trafficked and not worth the time/cost, as the booths were tucked away and not within the natural flow of traffic. Given the timing, it is also likely that our target audience of young families will be leaving to get lunch/naps so won’t be present for much of the afternoon.
    - Annmarie suggested the possibility of sharing the booth with LWTG, Amy mentioned that they might not be open to it as they are nearly full.
    - The Board determined that we will participate in the parade but not an exhibitor booth this year.
      - *Mandy will submit registration for the parade and brainstorm promotional items to hand out*
- **Events - Amanda (4min)**
  - End of the Year Picnic

- Blyth Park accepted our reservation for both picnic shelters. Reservation cost is \$150 and they waived the \$300 - \$675 special events permit fee.
  - Event will be 5/14/22, 11am-1pm, BYO lunch and beverages, blanket/chairs. WTG will provide cookies. Can use any items that are about to expire in the shed such as water.
  - Amanda will bring stereo, toys, and battery operated bubble machines, send out scavenger hunt beforehand via email
  - We need a few Board volunteers to arrive early, 10:30/45.
    - Annmarie offered to come early.
- **Safety and Facilities - Annmarie (1min)**
  - Train Set Arrived
- **Secretary - Cathy (1min)**
  - Old Meeting Minute Scanning is complete
    - All documents are on Drive > Secretary > Archive Meeting Minutes.
    - Woodinville Library was a great option to use high-quality scanner for free.
- **Yearbook - Danielle (9min) via phone**
  - She has started making the Shutterfly yearbook, it is \$40 plus shipping/taxes, which seems high although this is a comparable cost to past years.
  - She is looking at Mixbook to see if she can get a cheaper version, as well as offering a softcover or hardcover version.
  - Photos needed by Friday 4/29
  - Danielle can send out order details on 5/1
    - *Danielle will send a Mixbook test run to Annmarie to ensure the various ordering options will be available.*

### **Thoughts from the Teachers - Amy and Melanie (9min)**

- Review of recent Parent Ed events: Temperament; Busy Bag Exchange; Child Safety (LWIT); Mother's Day Gift Making
  - All went well.
- Board Put-Away scheduled for Tues, 5/24, 9-11am
  - Has historically been on a weekday and kids can come, needs to be after Open House on 5/21.
- New LWIT computer system, returning students will need to reenroll and receive new Student ID. Amy is handling all the work and communication on this.

### **New Business - All Board (31min)**

- Update Job Description
- Board positions next year - continue to reach out to the continuing families in your classes
- Librarian Tubs

- WTG's children's library is housed in 4-5 large tubs of books, they usually stay with the Children's Librarian during the summer. The current Librarian is not returning to WTG and is moving, and we'd like to take this off her plate. Lesley offered to consider keeping them for the summer, but we should consider a longer-term solution.
- By Laws
  - One typo needs to be fixed.
  - Bylaws currently state that Membership Meeting must have half the families attending, when this rarely occurs.
  - The Board agreed that a quorum should be at least 10 families present.
    - *Annmarie will write language and send updates to Jessie to post on the website.*
    - We will seek to vote to change this bylaw at the upcoming Membership Meeting.
- Board appreciation event
  - Typically there is ~\$500 set aside for an event to celebrate the Board. The Board agreed to schedule a dinner at a restaurant.
    - *Lesley will coordinate a date in Doodle and we will choose a venue from there.*
- Last board meeting 5/17 - in person or virtual?
  - The Board discussed the merits of holding in-person vs. virtual, and determined that the meeting will remain virtual.
    - *Annmarie will send out details to CCs to share with classes if anyone would like to join*

### **Teacher Appreciation (19min)**

- Bonus
  - The Board decided not to give a bonus this year.
- Gifts
  - The Board will brainstorm ideas for a thoughtful gift for each teacher.
- Raise
  - The Board determined to raise the teachers' wage from \$18 to \$22/hr.

### **Adjournment 9:33**

**Next Meeting: May 17 Virtual**

**Get to know you Activity: Cassie Mish intro – Thurs PM CC**