

# WTG Board Meeting

August 8, 2023 7:00pm-8:00pm

**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Jennifer Duren, Vice-President

**Note taker:** Alex Townsend, Secretary

**Attendees:** Amy Flinn, Melanie Carpenter, Ashley Clarke, Jennifer Duren, Lesley Clawson, Clare York, Megan Hagerty, Cindy Druschba, Alex Townsend, Eve Seitz, Cressie Fischer



**Absent** Ashley Clarke

**Call to Order**

**Approval of Minutes from Last Meeting** <sup>1</sup>

**Ice Breaker**

- 

**Board Housekeeping - Jennifer**

- 

**Calendar**

- Woodinville Parade Event - Saturday, August 12th (10am)
- Board Set Up - Monday, August 14th (9am)
- WTG Open House - Saturday, August 26th (9:30am)

**Registration - Lesley**

- 

**Treasurer - Clare**

- - Treasurer Training - what we learned
- - Request for an independent reviewer of bank account movements.
- - Board set up on Monday 14th August - can we update the record for what toys we have?

---

<sup>1</sup> Robert's Rules of Order Motion Language:  
Person motioning "I move to \_\_\_\_"  
First person "So moved"  
Second person "I second"  
Person motioning "All in favor? All opposed"

- - Upcoming projects.
- - 2022-23 Review of Financial results - will send you reports separately
- - Discussion of what we should do with reserves balances (I.e eve's email)

### **Secretary - Alex**

- Volunteer board display- thoughts

### **Classrooms/Community Update**

- **Marketing - Open Position**

- August Open House: I wanted to let you know that the August Open House has 10 families already registered, which is a great number so far! Yay!

I wanted to see if there was someone who would be taking over the Open House and preparations for that event as Jennifer said that she's out of town.

I can actually help out in advance of the event- monitoring the Open House signup, posting on social media sites, putting up fliers and getting a few things ordered, but I will need to pass on the Marketing bin with all the materials for the day.

At this week's meeting, can you see if anyone's willing to run the event (there's a guide in the Marketing folder) and if anyone wants to help post business cards & fliers around Woodinville/Bothell/etc.

- **Events - Megan**

- 

- **Class Coordinators - Eve, Cressie**

- CC Tuesday AM
- CC Tuesday PM
- CC Wednesday AM
- CC Thursday PM

- **Webmaster - Eve**

- 

- **Safety and Facilities - Cindy**

- 

### **Information from Ruth Kading (NUCC Connection)**

- Portable Hepa Air Filters

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

### **New Business - All Board**

- WTG Handbook - updates needed
- Support Positions to be filled:
  - Parent Librarian
  - Purchaser
  - Yearbook Coordinator
  - Toy Cleaners - [job description](#), and [job training](#)

### **Announcements**

### **Adjournment**