



# WTG Board Meeting Minutes

January 21st – 7:00pm-9:00pm

**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Erin Kinch, WTG President

**Note taker:** Stacy

**Attendees:** Sara Bennier, Amy Flinn, Lesley Clawson, Meg Armstrong, Alicia Wetherbee, Allison Deussenberry, Connie Resch, Stacy Bowker, Kati Ayres, Jennifer Van Tuyl, Alyssa Nardoza, Jodi Downs, Emily Robinson, Sarah Anderson, Ana Ricard

**Late:** Sarah Lowell

**Snack Volunteers:** Allison and Ana

**Class Coordinator Note Taker:** Sarah A.

**Call to Order :** 7:06pm

**Approval of Minutes from Last Meeting – *motion to approve by Meg, seconded by Connie; minutes approved unanimously by the BOD***

**Board Housekeeping – Erin – 5 mins**

- No Icebreaker this month
- How has it been going? Good feedback on all of the Parenting Education Events so far this quarter
  - Casper Babypants—nominated for a Grammy! “Best Children’s Music Album”
  - Winter Family Event: Redmond Watershed Hike
  - Preschool Info Night at LWTech
  - Kindermusik
  - Humane Society at WTG cancelled due to snow

**Calendar**

- January 28th: Parent Ed Extension: Discipline
- February 6<sup>th</sup>: LW Tech Speaker: “What Failure Can Do For Our Children” with Christy Keating
- February 12: Baby Disco
- February 17-21<sup>st</sup>: **School Closed, Mid Winter Break**
- **February 25<sup>th</sup>: Board Meeting (TBD)**
- February 27<sup>th</sup>: Busy Bag Exchange
- February 29<sup>th</sup>: Open House
- March 2-5<sup>th</sup>: **First Week of Spring Quarter and Class Pictures**
- March 16<sup>th</sup>: Parent Ed Extension: Power of Playtime

### **Treasurer's Report – Meg – 2 minutes**

- Budget vs Actuals
- Statement of Financial Position: ***\$112,019 in assets; net deficit since last meeting d/t some increases in expenses from the budgeted amount and annual expenses; some of the increased expenses are mailbox rental (increased to \$180 per year), increased expense of park for Family Picnic (overage of \$600), increased fee for Caspar Babypants (increased to \$1000)***
- ***Meeting with Treasurer, Webmaster and Events Coordinator re: online T-shirt sales has not happened yet; Stripe is the credit card processor associated with our website and requires Executive Board Members (who would have account access) to provide personally identifiable information; after discussion, it was decided to table this discussion since there was not an interest in taking on the risk and complication of adding credit card processing to our website***
- ***Motion to approve a budget increase of \$600 to Family Events line item made by Jodi, seconded by Ana; Motion passed unanimously***

### **Registration – Lesley – 15 mins**

- 2019/20 Enrollment Update—***every class is full as of today! One spot opening up in Spring quarter***
- 2020/21 Registration Timeline
- ***past 2 years, we have only had 7 classes after initially offering 8 and cancelling one d/t low enrollment in 8<sup>th</sup> class; this year LWIT will only allow WTG to have 7 classes***
- ***proposal to increase age range of Monday afternoon class from 12-30mos to 18-36mos; Motion to approve increasing age of Monday afternoon class to 18-36mos made by Lesley, seconded by Meg; approved unanimously by the board***
- ***discussion about decreasing minimum age of Wobblers class from 8 months to 6 months; decided to leave it as is at this time and see what happens with registration since younger wobblers may be allowed in the class at teacher discretion if there is a need to increase enrollment numbers***
- ***Open House in May has been moved to Friday, April 24<sup>th</sup> 10:30-11:30am; Marketing is in charge of selecting volunteers from the board to attend***
- ***Priority registration given to Current Families, Alumni, and attendees of first Open House***
- ***Discussion about putting up picket signs and need to get permits if place in City of Woodinville; after discussing, it was agreed that it would be best to wait and see what happens after the first open house since signs can be printed in short turn around time and placed before the second or third open house, if needed***

### **Classrooms/Community Update**

- Safety and Facilities – Allison 5 mins
  - ***Monday Morning Cleanliness—continued problem of rooms being left unclean by the group using the room on the weekend; this adds 20-30 minutes of time to Sara's set-up (vacuuming, moving tables, cleaning surfaces); this problem has been recurring over the years***

- Blue Room Warped Mirror—**needs to be purchased from discount school supply; Amy will order it if Allison provides the dimensions**
- Green room faucet—**gave new fixture to church, so they could replace it and they said they didn't have all of the right parts (or mixed the parts of old faucet and replacement faucet; discussion of getting permission from church to hire a licensed handyman to install it**
- **Webmaster – Connie 10 mins**
  - Mural update—**Connie cannot logistically take on the commitment without having childcare or being compensated for her time; Connie will prepare a written quote/proposal; suggestion to get quotes for other painter/artists or for alternative solutions to get it painted with the current drawings**
  - **Suggestion to change redundancies on website that will reduce possibility of errors**
- **Secretary – Stacy**
- **Class Coordinators Reports – CCs 5 mins**
  - Schedule an activity for your class outside of class time
  - Encourage classmates to add something to the parent share board in the hallway
- **Events – Alicia 5 mins**
  - Caspar Baby Pants—**there were several parents/families that flaked on setup and cleanup; Alicia is concerned about setup and cleanup for Baby Disco—currently 2 parents from Thurs AM class signed up for setup and 3 parents signed up for cleanup; CCs will ask classes for extra help in case there are no-shows/cancellations**
  - **Re-booked Caspar Babypants for Dec 1, 2020**
  - Baby Disco
  - **Blythe Park recommended again d/t age appropriate playground and shade; cost and limited parking are drawbacks; craft tables were not optimally located**
- **Marketing – Sarah L. 15 mins**
  - Sweatshirts--**\$26 per sweatshirt (hoodie or zipper); payment will be upfront to vendor; parents can sign-up to pre-order and pay when final order is placed or upon delivery; Kati will leave sign-up sheet on the table for all classes**
  - **Volunteers for Open House—Allison, Erin, Connie, Lesley, Sarah L.**

### **Thoughts from the Teachers – Sara and Amy – 5 mins**

- **Camp Unity—returning May 8<sup>th</sup>/9<sup>th</sup> and will be here through Sep 18<sup>th</sup>. Discussion about helping out by having our annual charity drive specifically to support Camp Unity. More information about how to help Camp Unity can be found on their website; there is an opening for Charitable Contribution Coordinator for WTG to organize the Charity Drive**
- **New soft pool for play balls, so the old one will be up for raffle; bookcase still does not function and is missing pieces—Amy purchased out of pocket and is still awaiting resolution from Displays to Go; suggestion was made to complain via Twitter**

**New Business – All Board – 5 mins**

- Confirmed upcoming Board Meeting dates:
  - *February 25<sup>th</sup> (tentative)—decided not to have this meeting*
  - March 17<sup>th</sup> (wear green, if so inclined)
  - April 28<sup>th</sup>
  - May 19<sup>th</sup>
- CCs please encourage your classes to add to the “Parent Share” bulletin board
- **When sending emails, please copy the instructors on every email, every time**
- **February Board meeting? *Decided this meeting is not necessary***
- Will you be on the 2020-2021 WTG Board?

**Adjournment: 9:33pm**

**Next Meeting: March 17<sup>th</sup>—wear green!**

Sweet snack: Emily

Savory snack: