



# WTG Board Meeting Minutes

May 19th – 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, Sarah Lowell, Allison Deussenberry, Connie Resch, Stacy Bowker, Kati Ayres, Jennifer Van Tuyl, Alyssa Nardoza, Jodi Downs, Emily Robinson, Sarah Anderson; **2020-21 Board:** Jessie Phillips, Mandy Mattingly

**Absent:** Ana Ricard

**Class Coordinator Note Taker:** Jodi

**Call to Order :** 7:03pm

**Welcome New Board!**

**Approval of Minutes from Last Meeting – *motion made by Alicia, seconded by Ana, unanimously approved by the board***

- ***Quorum information corrected after review of Bylaws***

## **Old Business – All Board**

- Membership Meeting
  - ***Board Election--election was null because only 10 members were present at membership meeting***
  - ***Bylaws--these will need to be updated at some point in near future to handle items like virtual/electronic voting and updating quorum requirement***
  - ***Board movement since the election: WednesdayPM CC has now resigned, but a Children's Librarian and a Webmaster have signed on***
  - ***Board Resolution to accept all nominees previously selected to fill the slate for next year's board including Jessie Phillips, Mandy Mattingly, Lesley Clawson, Ana Ricard and Jenniver Van Tuyl, and Jodi Downs with future vacancies to be filled by a vote of the Board per the Bylaws. Motion made by Stacy and seconded by Meg; Vote to approve this resolution was passed unanimously by the board***
- Membership Meeting, Estate Planning Portion with Josh Lowell
- ***Lesley has agreed to arrange a meeting time and place for any board members with materials to pass on to give to her. Stacy will be responsible for making sure all vaccine records are shredded. Arrangements will be***

*made to return any larger items to store in shed at Toddler Group or passed on to the responsible board member*

### **Board Housekeeping – Erin – 5 mins**

- Last meeting!
- No Board Put-Away this year

### **Calendar**

- May 18-21: Last Week of Classes
- May 20: 7:00-8:30PM – Professional Parent Panel #1
  - “Home Remedies for Common Childhood Ailments” with Dr Stacy Bowker
  - “Preparing for Preschool and Kindergarten” with Alicia Wetherbee
- May 21: 7:00-8:30PM – Professional Panel #2
  - “Sign Language” with Jarren Kinch
  - “Brain Development” with Jodi Downs
- May 26: Goodbye Drive-By event
  - Bring \$12 if you ordered a sweatshirt, cash or check **or pay via Jovial**
- **June 2nd: First meeting of 2019-2020 Board**
  - Will be virtual
- Camp Unity
  - **Move-in and Move-out dates are expected to be delayed, most likely 2nd or 3rd week of June**
  - The church will ask them to consider our program when setting up
- August 15<sup>th</sup> Woodinville Parade
  - As of 5/15 it is still on

### **Treasurer’s Report – Meg -20 mins**

- **Budget vs Actuals--see Treasurer’s report for current balance sheet; total balance of \$115,783 as of May 15th; budget vs actuals report is not completely up to date because some things have not been entered yet.**
- **Special funds--still have remaining funds for teacher supplies; this has been rolled over into preliminary budget but Treasurer recommends putting the remainder back in the general funds to use for other expenses**
- **Preliminary Budget reviewed; Meg recommends:**
  - **increasing Family Events budget to \$2K and merging end of year picnic, family fun night and family events categories together**
  - **reducing yearbook budget to \$50 to cover cost of YB for WTG but break even by selling through a third party site**
  - **\$4,420, \$2167, and \$1000 in special funds for toys/books/supplies, furniture/equipment, and mural, respectively may be rolled back into general expenses**
- **REMINDER: submit all check requests by May 30th**

### **Registration – Lesley**

- ***2019/20 Enrollment Update: no new withdrawals; total of 17 withdrawals due to COVID19, which is a good thing; no new enrollments, currently at 64 students (about 50% normal enrollment)***
- ***2020/21 Registration Timeline***

### **Classrooms/Community Update**

- ***Safety and Facilities – Allison***
- ***Webmaster – Connie; recommendation to change passwords before new board takes over; unfilled positions should forward emails and add; autoresponse; please organize files and upload all electronic documents to shared drive***
- ***Secretary – Stacy; there is an update to immunization form requirements for school attendance--they have to be printed from state registry or signed by a physician/healthcare provider; a hand-written record will not be sufficient if it is not signed by a healthcare provider***
- ***Class Coordinators Reports – CCs***
- ***Events – Alicia***
- ***Marketing – Sarah L.***
  - ***WTG Slideshow/Virtual Tour--suggestion to have shorter self-play slideshow on FB with a link to a clickable slideshow on the WTG website***
  - ***Yearbook--almost finished; one class missing a group photo, a few stragglers for individual photos from Jodi's class***

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

- ***There will be classes in the Fall, but teachers don't know exactly what "class" will be yet***
- ***LWIT Parent Education Program Coordinator is putting in budget request for supplies like no-touch thermometer, masks, and gloves, so WTG would not be expected to pay for these from the budget***
- ***Rules about Parent Education Coops will be determined by OPEP***
- ***Next Tuesday is the Drive-by Event***

### **Reminders – All Board**

- ***When sending emails, please copy the instructors on every email, every time***
- ***Remind families to submit their completed ParentEd to Jovial***

**Adjournment: 9:02pm**

**\*\*\*A HUGE THANK YOU TO THE WTG 2019-2020 PARENT BOARD\*\*\***

**Next Meeting: June 2<sup>nd</sup>**