



# WTG Board Meeting Minutes

May 21st – 7:00pm-9:00pm

**Type of Meeting:** Board Meeting

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

**Note taker:** Stacy

**Attendees:** Sara Bennier, Amy Flinn, Robyn Christensen, Anita Urban, Mandy Mattingly, Becca Frick, Meagan Armstrong, Jessie Phillips, Stacy Bowker, Sara Howard, Connie Resch, Lesley Clawson, Alyssa Nardoza, Sarah Anderson, Lisa Solier, Kati Ayers, Jennifer Van Tuyl, Jodi Downs

**Arrived Late:** Alicia Weatherbee

**Absent:** Carly Donnelly

**Snack Volunteers:** Sweet: Alyssa - Savory: Robyn

**Class Coordinator Note Taker:** Lesley

**Call to Order :** 7:07pm

**Approval of Minutes from Last Meeting – Motion to approve by Becca and seconded by Jessie. Passed Unanimously by the Board.**

## **Icebreaker**

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

- Board Appreciation Date for 2018-2019 WTG Board
  - Mi Tierra in Woodinville
  - May 29<sup>th</sup>, 30<sup>th</sup>, or 31<sup>st</sup> (*poll was passed around, best date is 5/30*)
- How has it been going?
  - Dad's Roundtable—*went well, took awhile for dads to feel comfortable sharing*
  - Mother's Day Gift Making—*some people weren't sure what the gift (body scrub) was supposed to be*
  - Spring Family Event at Ferrel McWhirtier Park—*lots of fun for the kids*
  - The May 4<sup>th</sup> Open House—*typical turnout, less busy but people turned in forms*
  - Membership Meeting/Proactive Parenting Talk—*generally positive feedback but the title was vague so some people were unsure what it was going to be about*
  - Self Care Parent Ed Extension—*smaller turnout but good content and visuals (PowerPoint) were helpful*
  - Father's Day Gift Making—*it was really busy and report that one person left because it was too much for their child*

**Board roster for next year—Open positions: Safety/Facilities, Class Coordinators (Mon PM, Tue AM, Wed AM, Wed PM), Children’s Librarian, Toy cleaners**

### **Calendar**

- Upcoming Board Meeting Dates:
  - June 4<sup>th</sup>—*First meeting of the new 2019-2020 WTG Board!*
- May 20-23<sup>rd</sup> Last week of classes
- Tuesday, May 28<sup>th</sup>, Board Put-Away, 9:30-11:30am @ WTG—Required!

## **WTG Mission – Updates**

### **Treasurer’s Report – Anita – 2 minutes**

- Budget vs Actuals—***accounts have been reconciled to within \$0.02, which was fixed by Anita!***
- Statement of Financial Position—***still in good shape!***
- Next Year’s Budget—***revenue assumes 8 full classes, which isn’t necessarily accurate. There is a chance that the class could get dropped by LWIT, which would mean only 7 classes at ~80% capacity; need to decide sooner rather than later to avoid disappointing families with a late cancellation***
- ***Motion by Lesley to cancel Thursday PM class; seconded by Meg; passed unanimously by the Board***
- ***Anita and Meg will work together with input from the board to have an amended budget ready to pass at the June meeting in 2 weeks***

### **Registration – Robyn – 5 mins**

- 2019/20 Enrollment Update—***only 6 spots in Mon PM class; Thurs PM class was cancelled with only 3 spots filled—families will be offered spot in Mon PM class***

### **Classrooms/Community Update**

- **Events – Mandy – 10 mins**
  - ***End of Year Picnic Feedback—overall, it was a success; the permit didn’t come through until a week before event and a second insurance certificate from LWIT was needed for the event; Mandy suggests that the school provide a main dish and dessert in future to avoid running out of food for the families that arrived late; parking situation turned out to be okay despite limited spots at Blythe park because families were prepared to walk; overall, Blythe park was a good venue but will need to be booked much earlier (by November) to avoid a crunch on the deadline—it took 2 months for Bothell to look at the permit and an additional 3 weeks to get all the necessary paperwork submitted***
  - ***T-shirt sales update—order to be placed for next year’s sales***
- **Marketing – Meg – 2 mins**
  - ***Duvall days June 1<sup>st</sup>; WTG will be taking a water table to the booth; registration not open yet for Woodinville Parade***
- **Safety and Facilities – Becca -2 mins**
  - ***Emergency supplies are organized and updated/replaced as needed***

- **Mirror needs to be replaced (this task will be handed off to new board member) and checklist needs to be completed**
- **Webmaster – Jessie 2 mins**
  - **Update on Google Non-Profit—approved for Google Non-Profit account, domain is connected; Connie will be able to add all board positions with new email addresses; board will be able to gradually add all documents and transition to the G-drive for all board communications and document storage**
- **Secretary – Stacy**
  - **New law regarding vaccine exemptions goes into effect on July 28<sup>th</sup>, there will likely be a new exemption form which will be made available to put on website and distribute to enrolled families who need it before school starts**
- **Class Coordinators Reports - All Class Coordinators**
  - Remind families to submit their completed ParentEd
  - Consider scheduling an outdoor summer gathering or reunion with your class

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

- End of Year Recap—we made it!! Yay!!
- **Open house for the Fall is 9/7, Camp Unity is in the parking lot until 9/15. There will be something sent out to incoming families, since the camp will still be there until after Orientation (but gone before classes start). There will be an update posted on website in the near future, so newly registered families will know what's going on. There will also be a sign near church entrance showing how many days are left, so people driving by can see that it is a temporary camp.**

### **New Business – All Board – 15 mins**

- End of Year!
- Clean out your email inboxes
  - Respond to and wrap up all business
  - Archive old emails
- Check your Job Description
  - Assure that everything has been taken care of and that there is no unfinished business
  - Make suggestions on changes or additions to make the job description more accurate
- Creating a colorful environment in the play yard
  - **Connie's design—incorporates blackboard silhouettes, colorful and playful with a train, animals, balloons, and with colored pencils on shed; everyone was thrilled with the design presented**
  - **Cost--\$900 estimate for paint and supplies (includes protective coat and varnish, which will need to be reapplied in 10 years)**
  - **Would need access to water for powerwashing before the paint is applied**

- ***Motion to approve up to \$1000 for supplies to paint the mural by Jennifer, seconded by Alyssa; approved unanimously by the board***

- A HUGE THANKS TO THE WTG BOARD OF 2018/2019!!!
- Following the meeting, please meet with your counterparts and hand over any information or materials

**Adjournment: 8:59pm**

**\*\*\*Next Meeting, Tuesday, June 4<sup>th</sup>, 7-9pm at WTG**