

# WTG Board Meeting Minutes

May 13, 2014; 7pm (Current Board); 7:30pm (Everyone)

**Type of Meeting:** Joint Board Meeting

**Meeting Facilitator:** Pollie McCloskey, WTG President

**Note taker:** Krista Richardson, Secretary

**Attendees: Outgoing Board** Susanne Harvey, Tina Barker, Pollie

McCloskey, Darcy Hardy, Karen Zoeger, Krista Richardson, Keri Phillips,

Carly Donnelly, Hillary Omdal, Sonja Owens, Florence Baluyot, Resa Roth, Shelley Benante, Mary Ann

McColl, **Incoming Board:** Carly Donnelly, Kara Clawson, Kayla Rubin, Jennifer Lim, Jenny Giambrone,

Judi Ciucci, Keri Phillips, Stepanka Ruzickova, Mingie Holland, Jenifer Wilson, Sara Bennier, April

Murphy, Wendy Smith, Julie Lum



**Call to order** *Outgoing Board worked on an appreciation exercise, official Call to order was 7:40pm. Board introductions. Pollie explained the sense of community the Board provides and welcomed new Board Members. There is only one Class Coordinator position to fill for the Tuesday PM class.*

## **Approval of minutes from last meeting**

- March 2014 *Keri pointed out the correction that the reservation fee should be stated as \$110 instead of what \$100. Darcy motioned to approve, Carly 2<sup>nd</sup> the motion. Board approved Minutes.*

## **Board Housekeeping**

- 5/18 Board Appreciation celebration (Outgoing Board) *Please communicate with Pollie if you won't be able to make it.*
- 6/7 WTG End of year picnic; 4-6pm (Both Boards, if able)
- 6/9 Open House, 10:30-11:30am (Volunteers needed, either board) **3 volunteers needed to help, Kara, Wendy, and April volunteered.**
- 6/10 Board Put-away; 10am-12pm (Required- Outgoing Board)

## **Finance/Fundraising/Opertions-**

- Treasurer's Report- *Brenda Watson was unable to attend the meeting due to an injury. Pollie stepped in to go over the Budget. 2013-2014 was one of the first years in recent history that the Budget finished the year in the Black. The Teachers were excused for a small portion of this discussion. Pollie proposed an approximate 2% raise in salary for both Teachers. Darcy motioned and Keri 2<sup>nd</sup> the motion, the Board approved the raise in salary.*
  - *Proposal: 2014-2015 Budget Pollie went over the proposed 2014-2015 Budget. (Please see attached Budget). The Budget included the 2% salary increase and a cushion for possible tuition increase. Pollie explained the rainy day fund. Resa motioned to approve and Darcy 2<sup>nd</sup> the motion, Board approved the 2014-2015 Budget.*
  - *Reminder: Turn in any check requests and invoices ASAP. Also do not forget to indicate which line item on the budget the expense will go to.*

**\* Enrich parenting skills \* Provide a developmental curriculum \*  
\* Play, learn, and explore \* Build a community of support \***

- Fundraising Report- - *Karen Fundraising raised approximately \$3,000 with a goal of \$1500. Next years Board can set their goal for fundraising for next year.*
- Secretary Report- *Krista Brief description of the job responsibilities and explained that the T-shirt sales will be the responsibility of the Fundraising Coordinator next year.*

### Classrooms/Community-

- *Facilities/Now "Safety and Operations Coordinator" Report – Pollie McCloskey*
  - o *Signage WTG has leased from the church for 25 years and has been unsuccessful in obtaining permanent signage. There is expressed concern that many families have a hard time finding our location and often aren't sure if they are in the right place. Scott Wilson has committed to seeing the project through until the end. Scott will be in touch with Judi in regards to working together on this project. Currently Scott is waiting for 3 different bids for the project from sign companies and is working on City approval. The Board has recommended using fundraising monies or the rainy day fund to fund this project. A possibility of a small next to the entrance doors, under the church's current sign, will also be discussed with the church.*
- *Family Fun night Updates- Darcy Hardy Darcy has been in negotiations with Caspar regarding his fee for two 30 minute concerts. Caspar has agreed to charge \$500 but made it very clear his going rate is much higher and most likely in the future he would charge around \$900 for the same show. The concert is scheduled for Dec. 1<sup>st</sup> and April volunteered to be the Coordinator for the event.*
- *Picnic Updates- Carly and Resa Sign-up sheets are on the front table for food items. Flyers went out to families. All CC's need to be at the park at 3:00. Board members who have not yet enrolled are invited to attend.*
- *Year book Updates- Florence 2<sup>nd</sup> year of having a yearbook. A big thank you to CC's for all of their help. Next week the yearbooks will officially be dispersed. There are 3 extra copies up for grabs and the teachers each received a yearbook as a thank you from the Board.*

### Enrollment/Marketing

- *Enrollment Report - Darcy Hardy Darcy explained her position and that the Registrar is the face of WTG. Darcy explained that in the past it has been her responsibility to balance the checkbook but that will be taken on by the Secretary. We currently have 60 families enrolled for Fall, 2014, and this time last year we had 82. We need to get the word out and Keri will explore the option of using incentives for families to recruit. (see attached flyer/graph regarding enrollment).*
- *Marketing- Keri Phillips Keri discussed the possibility of WTG ordering a stockpile of T-shirts to keep on hand for Marketing purposes. Soon approx. 300 WTG window clings will be ordered and each WTG member will receive one. Keri would like to use the sandwich board more often but it is illegal to leave out overnight so it will only be used for Open Houses as it is too much work to move in and out everyday. Keri is working on details for the parade in August. The current Pastor of the Church is leaving so Tryna will be the main person of contact for WTG until the new pastor takes over. Keri will talk to the Church about the possibility of WTG having a sign on the front door of the Church. Keri would like to work with the future Webmaster in improving WTG's website to be more user friendly.*
- *Website- Lisa Slyngstad Lisa has had to resign early from her role as Webmaster.*

Adjournment: 9:01pm

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**Transition Planning Break Outs: *Each new member met with their predecessor to exchange information and set times to meet further.***

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