



# WTG Board November Meeting Minutes

November 14<sup>th</sup>, 2017 – 7:00pm-9:00pm

**Type of Meeting:** Board Meeting

**Meeting Facilitator:** Tamar Hardy, WTG President

**Note taker:** Kelsey Bergen, Secretary

**Attendees:** Susanne Harvey, Tamar Hardy, Alisha Blizard, Kelsey Bergen, Annmarie Duncan, Lacy Van Tassel, Kadi Engquist, Jessie Phillips, Jamie Stanislaus, Kristin Johnson, Amy Kincanon, Christine Reynolds, Cara Sung, Hannah Mitchell

**Absent:** Sara Bennier, Kati Kennedy, Amy Flinn

**October Snack Volunteers: Sweet: Annmarie – Savory: Hannah**

*January: Sweet: Tamar – Savory: Christine*

**October Class Coordinator Note Taker: Hannah**

*January: Kristin*

**Call to Order – 7:04pm**

**Approval of Minutes from Last Meeting** – *voted to approve October meeting minutes. Annmarie moved to approve, Alisha seconded.*

## **Announcements – 2 mins**

- Reminder: No December Meeting! *Tamar reminded everyone to be checking their board email addresses on a weekly basis over break.*

## **Board Housekeeping – Tamar Hardy – 2 mins**

### **Calendar**

- November 21<sup>st</sup>-24<sup>th</sup> – Thanksgiving Break: School Closed
- Tuesday, November 28<sup>th</sup> – Family Fun Night w/ Casper Baby pants, 6-6:30pm, 7-7:30pm, WTG
- Monday, December 11<sup>th</sup> – Winter Field Trip
- December 19<sup>th</sup>-January 5<sup>th</sup> – Winter Break: School Closed
- Wednesday, January 10<sup>th</sup> – Preschool Info Night, 7-8:30pm, LWTech, East Mall
- Wednesday, January 24<sup>th</sup> – Professional Parent Panel, 6:30-8pm, WTG
- **Remaining 2017-18 Board Members, 7-9pm, WTG:**
  - o January 16<sup>th</sup>, February 27<sup>th</sup>, March 20<sup>th</sup>,  
April 17<sup>th</sup>, May 15<sup>th</sup> (combined Current & New board Members!)

## **WTG Mission - Updates**

### **Finance/Enrollment**

- **Treasurer's Report – Annmarie Duncan – 15 mins –**
  - o Budget Review - *Budget looking fine. Have spent high in category of "office meetings" (name tags, highlighters, bulletin board supplies, etc)....noted to more clearly define that category. Toys are also high – 162% of toy budget has already been spent.*
  - o Jovial Payments Update – *a number of people have paid winter tuition through jovial. \$2 surcharge if you pay through bank, \$5-\$7 surcharge for credit card payments.*

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

- Money Collection Process for CCs – *spreadsheets from Treasurer seem to be working fine as a way for CC to keep track of payments. Noted that an email from Jovial with everyone’s individual link may be helpful for online payments.*

- **Registration – Alisha Blizzard – 10 mins – Wobblers class now full.**

- 2017/18 Enrollment Update

Age (as of 8/31/17)	Day and Time	Enrolled	Openings	Wait List	Pending
8-14 month (W)	Fri 11:30-1:30	16	1		1
12-24 month	Wed 9:15-11:15	17	0	2	
12-24 month	Thu 9:15-11:15	15	2		
12-30 month	Tue 11:15-1:15	12	5		
18-30 month	Thu 11:15-1:15	15	2		1
24-36 month	Tue 9:15-11:15	17	0	2	
24-36 month	Fri 9:15-11:15	17	0	1	
30-42 month (LL)	Wed 11:30-1:30	x	x		
		109	10		
		119			

- Nanny Policy – *Adult and caregiver will be required to enroll. Hannah motioned to approve new nanny policy. Kristin seconded the motion. Goes into effect for the 2018-2019 school year.*

**Classrooms/Community**

- **Events/Fundraising – Lacy Van Tassel – 10 mins**

- Pizza Coop Follow Up – *Took feedback of event being understaffed back to Pizza Coop and they offered to provide pizza for the end of the year party. Point of feedback for Pizza night was to maybe do it later in the year so more people are acquainted.*
- Caspar Babypants – *coming up!*
- Baby Disco – *prop suggestions – beach balls, disco light/ball, bubbles, dancing feet (tracings), collect items for a charity? Maybe Mary’s Place? – note that it is a event geared towards toddlers and maybe encourage older siblings to hold back a bit (especially with the beach balls)*
- WTG Rocks Event- *paint rocks at WTG that kids/parents can take home and hide in the community. Maybe hold on a Monday or weekend? Doubles as a good Marketing opportunity.*
- Spring Fundraiser – *Mabel’s Labels? You can order directly on website through school name. Percentage is 20% back and they provide fliers to advertise. Kristin brought up the idea of “Mixed Bag Designs” – they might give a higher percentage back. Lacy will look into it.*
- T-shirts – *should we stick with Blue to make order easier for next year? No decision was made but all agreed it could be easier.*

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- **Marketing – Kadi Engquist – 5 mins**
  - o *Preschool Night – held in January*
  - o *Receiving lots of pictures for Facebook!*
  - o *Share/post holiday ideas/activities to do with kids*
- **Safety and Facilities – Jamie Stanislaus – 5 mins**
  - o *Flooring will be postponed to spring. Jamie needs to re-measure and re-price.*
  - o *Looking into new shed as current structure is not holding up (doors falling off, shelves bowing, etc)*
- **Webmaster– Jessie Phillips – 6 mins**
  - o *Website Traffic Overview – August 521 visitors, Sept 425, October 394 – 51% access from mobile device and 42% from desktop. Most people visit “home page,” “classes,” “registration” pages. 29% find us from Google search, 11% go through Facebook.*
  - o *Decreased Traffic Concerns – nobody seemed concerned about traffic numbers. Guessing increase will happen in Jan/Feb as people begin to look into registration.*
  - o *Suggestion to link articles from Parent Ed handouts and a link to Jovial with payment information.*
- **Class Coordinator Reports - All Class Coordinators – 10 mins**
  - o *Class Involvement: Reading Emails & Switching Prep Jobs – Emails- suggestion to put actions in subject line so people see it immediately. Forego attachments; many people don’t read. Suggestion to put incentive at end of email “ if you read whole thing and you see this, respond to this email and I will put you in a drawing for a \$5 gift card.*
  - o *Use bullet points at the top to ensure people read.*
- **Secretary – Kelsey Bergren – 5 mins**
  - o *Immunization forms up to date. Put any new students in secretary box and will get filed accordingly.*

**Thoughts from the Teachers - Susanne and Sara – 10 mins**

- *Winter Field Trip – still working details. December 11<sup>th</sup> most likely 10-11:30.*

**General Updates/New business – Tamar Hardy – 15 mins**

- *New Parent Librarian – Christina. Has been added to board roster.*
- *Historian – looking for a replacement. CC’s will send something out in weekly email. Suggestion to set up a dropbox or a Google account to add photos to for the yearbook.*
- *Pedicures for the end of the year suggested. Everyone was on board with the idea.*

**Adjournment – 8:44pm**