



# WTG Board Meeting Minutes

October 17<sup>th</sup>, 2017 – 7:00pm-9:00pm

**Type of Meeting:** Board Meeting

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

**Note taker:** Kelsey Bergen, Secretary

**Invitees:** Susanne Harvey, Tamar Hardy, Kelsey Bergen, Annmarie Duncan, Kadi Engquist, Jessie Phillips, Jamie Stanislaus, Kristin Johnson, Amy Kincanon, Amy Flinn, Kati Kennedy, Hannah Mitchell, Cara Sung

**Absent:** Sara Bennier, Christine Reynolds, Alisha Blizard, Lacy Van Tassel

**October Snack Volunteers: Sweet: Amy K. – Savory: Jamie**

*November: Sweet: Annmarie – Savory: Hannah*

**October Class Coordinator Note Taker: Kati K.**

*November: Hannah*

**Call to Order - 7:02pm**

**Approval of Minutes from Last Meeting – Amy Flinn motioned to approve. Jessie seconded motion. All approved.**

## **Announcements**

- Tuesday PM - ***canceled by LWtech but not by WTG.***
- Snack Reminder - ***if it is your month for snack at the board meeting, please remember to come early and plan on staying a few minutes late to help with set-up/clean-up.***

## **Board Housekeeping – Tamar Hardy – 5 minutes**

### **Calendar**

- Wednesday, October 25<sup>th</sup> – Membership Meeting and “Organizing With Your Child in Mind” with Linda Deppa, 6:45-8:45pm, WTG
- Thursday, November 9<sup>th</sup> – “Getting to Calm: The Early Years” w/ Laura Castner, 7-9pm, LWTech
- November 21-24<sup>th</sup> – Thanksgiving Break: School Closed
- Tuesday, November 28<sup>th</sup> – Family Fun Night w/ Casper Babypants, 6-6:30pm, 7-7:30pm, WTG
- Monday, December 11<sup>th</sup> – Winter Field Trip
- **Remaining 2017-18 Board Members, 7-9pm, WTG:**
  - o November 14<sup>th</sup>, 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 – no new fee waivers to report. Budget is in good shape. If board members need to be reimbursed for expenses, its most efficient to turn into Tamar and she will hand off to Annmarie.**
  - o Monthly Budget with Fee Waiver Update
- **Registration – Alisha Blizard – we need to be at 17 for Winter quarter TuesPM class.**
  - o 2017/18 Enrollment Update

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

Age (as of 8/31/17)	Day and Time	Enrolled	Openings	Wait List
8-14 month (W)	Fri 11:30-1:30	16	1	
12-24 month	Wed 9:15-11:15	17	0	2
12-24 month	Thu 9:15-11:15	17	0	1
12-30 month	Tue 11:15-1:15	12	5	
18-30 month	Thu 11:15-1:15	14	3	
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	
		110	9	
		119		

- Updated Nanny Policy - **Agreed to table discussion until November meeting.**

### **Classrooms/Community**

- **Events/Fundraising – Lacy Van Tassel**
  - Family Dinner Party Recap & Feedback- **Coming late made it too busy and had to go somewhere else, disappointing at how long that food took and the bill, more servers are needed, confused about what balloons were for (also, latex balloons shouldn't be used), families wanted to be introduced or mingle in some way as it was the first opportunity to meet WTG families. Maybe do two nights and organize by class. Maybe have food served buffet style?**
  - **T-shirts- too expensive to order new shirts so we are reimbursing parents.**
- **Marketing – Kadi Engquist –**
  - Weekly Photos - **passed around sign-up sheet for people to be responsible for taking pictures at different weeks throughout remainder of year.**
  - Facebook Reviews - **leave reviews on Facebook page**
  - Community Postings - **find places in community where we can leave new brochure**
- **Safety and Facilities – Jamie Stanislaus –**
  - Emergency Supplies Update - **all supplies there except water**
  - Old Vacuum & Safety Gate Disposal- **will get replacement foam filters for new vacuum.**
  - **Working on getting in touch with Toby about floor replacement. Jamie has color that was approved last year.**
- **Webmaster– Jessie Phillips**
  - Website Updates: Parent Board Photos & Prep Videos
  - Website Feedback &/or Concerns
- **Class Coordinator Reports - All Class Coordinators**
  - First Month Feedback - **Overall, things going well. New members seem to be getting the hang of weekly chores.**
- **Secretary – Kelsey Bergren**

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

- Pumpkin Patch Recap & Feedback - **weekdays might work better as they are less busy**
- Thursday PM

**LWTG is wondering if we want to form a fund for all-school marketing / swag (Our program is receptive, Kris should contact Annmarie)**

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

- Bylaw Update: **Amy F motioned to approve bylaws as written. Amy K seconded motion. All approved.**

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- Admin Assistant - *Illea left. We need a new admin assistant (As of meeting minutes being published, Nancy Norwood has committed.)*

**Adjournment - 8:20pm**

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