



WTG Board Meeting Minutes

June 2, 2020 – 7:00pm-9:00pm

Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, WTG President

Note taker: Lesley Clawson

Attendees: Amy Flinn, Annmarie Duncan, Lesley Clawson, Jodi Downs, Mandy Mattingly, Jessie Phillips, Ana Ricard, Jennifer Van Tuyl

Absent: Sara Bennier

Call to Order: 7:04pm

Approval of Minutes from Last Meeting -- Motion to approve by Jodi, Seconded by Ana; Approved unanimously by the board

Introductions and Ice Breaker

Board Housekeeping – Annmarie

- Class Coordinator Board Meeting Notetakers
 - ***Tabled until later board meeting when more CC are present***
 - ***Perhaps use digital process like Sign Up Genius***
- Open Board Positions
 - ***Event Coordinator, Safety/Facilities Coordinator, Secretary, 5 Class Coordinators (Tue AM, Tue PM, Wed AM, Wed PM, Thu AM)***
 - ***Priority order of filling: Safety, Secretary, CCs, Events***
 - ***Events could be done by committee; Mandy (past Event Coordinator) volunteered to temporarily fill role as needed***
 - ***Jennifer says she can be CC for both of her classes if needed, or switch CC classes if different CC volunteers for Mon PM but not Wed PM***
 - ***Support positions: Yearbook Coordinator, Toy Cleaners***
 - ***Per Amy: Wait on recruiting for Cleaners yet as our sanitizing protocols will likely change per new OPEP guidelines***
- Approve New Check Signers
 - ***Motion made by Mandy to approve Annmarie Duncan (President), Jodi Downs (Treasurer) & Lesley Clawson (Registrar) as check-signers for the 2020-2021 fiscal year; Seconded by Ana; Approved unanimously by the board***
- Board sweatshirts
 - What to do with remaining sweatshirts, currently held by the instructors
 - ***Amy read suggestions from previous Treasurer:***
 1. ***Curbside pickup for the sweatshirts at some future date***
 2. ***Porch pickup at board member's home for sweatshirts as payments are received***
 3. ***Ship sweatshirts to people as payments are received at individual's cost***
 4. ***Ship sweatshirts to people at board's cost. Would require board approval***

- 5. **Board can vote to cover the cost of these sweatshirts and sell them with the tshirts next year**
 - **Amy said she and Sara are fine holding onto shirts for now**
 - **Mandy said she can host shirt pick up at her house, if needed**
 - **Agreed to give option to pay online or mail check with deadline of Wednesday 6/17; after that deadline, will email pick up instructions to those who have paid**
- Reminder email to those that haven't paid
 - **Erin Kinch and Stacy Bowker are only to have paid**
 - **Some previous board members said they were happy to pay but would be donating the sweatshirt back to the board; we don't have a list of who that is**
 - **Mandy said she will draft and send the email**

Calendar

- August 15th Woodinville Parade\
 - **As of 6/2 it is still on per City of Woodinville website**
 - **We have not registered as we are assuming it will not be held due to pandemic concerns**

Treasurer's Report – Jodi

- Budget vs Actuals
 - **Proposed new budget reviewed; agreed to wait on budget vote until later this summer after we have a better idea about fall enrollment numbers and how new OPEP guidelines may impact costs**
- Statement of Financial Position
 - **Still doing well with adequate reserves in the bank**
- Jovial ACH fees
 - Current Fees charged to families for electronic payments:
 - Credit Cards: 3.4% + \$0.30 added per transaction
 - Debit Cards: \$2.00 per transaction is automatically included
 - New Fees (option A) charged to WTG
 - Debit Cards: \$1.00 flat fee per transaction charged to WTG instead of families with a one-time surcharge of \$2.00 for the first transaction from each family.
 - New Fees (option B) charged to families:
 - Debit Cards: \$3.00 per transaction fee
 - New Fees (option C) charged to families:
 - Same as current fees (see above) as a one-year extension if requested.
 - **Motion made by Lesley to enter into new agreement with Jovial (Option "A" above) with WTG absorbing ACH fee, currently estimated to be \$720 per annum; Seconded by Ana; Approved unanimously by the board**
- Any remaining check requests?

Registration – Lesley

- 2020/21 Enrollment Update
 - **Four new registrations during May—first since mid-March**
 - **Monday AM is now full with two on the wait list!**
 - **Zero students enrolled in Wobblers**
 - **All other classes approximately 50% full**

- **Currently about 40 students behind typical enrollment**
- If we are going to encourage contactless payment of reservation fees (via Jovial) then how do we want to handle fees for wait listed families?
 - **Tabled until Fall/Winter**
- Do we need to explore a reduced tuition plan for fall if we end up starting classes as 100% virtual?
 - **Amy shared OPEP still working on possible reopening scenarios, including smaller classes, mostly outdoor classes, adults wearing masks, etc; we really don't know what fall classes will look like**
 - **We could remind/encourage use of Fee Waivers instead of offering across the board tuition discount**
 - **If we do offer reduced tuition due to virtual start in fall, need to make sure families understand that tuition will go back up to normal when full in-person classes resume**
 - **Annmarie to reach out to other LWTech Toddler Group presidents to see what tuition options they're considering**
 - **Annmarie, Lesley & Jodi to draft several "If-Then" scenarios for possible tuition reduction to present at next board meeting**

Webmaster - Jessie

- Permissions for Google Drive folders
 - **Tabled until later date**
- Recovery information for each Gmail account
 - **Previously all were set to recover to President's email/phone which caused unnecessary delay in transfers**
 - **Jessie will reset recovery to our own personal email and phone numbers for each board member**
- Auto replies/auto forwarding of emails for non-filled positions
 - **Jessie will set auto-replies for Secretary, Events, Safety & unfilled Class Coordinators, and auto-forward all incoming messages to Registrar email**

Classrooms/Community Update

- **Safety and Facilities – None**
- **Events – None**
- **Secretary – None**
- **Class Coordinators Reports – None**

Thoughts from the Teachers - Sara and Amy

- **School put away (usually Board Put Away) completed last week by just Sara & Amy due to social distancing restrictions; we are on track to be out of our space by 6/15 as per our lease terms**
- **New bookcase ordered and old to be removed this next week**
- **End of the year drop offs will be done by Sara and Amy this Wed, Thu, Fri**

Marketing - Mandy

- Slideshow for Facebook or the Website; current status?
 - **Mandy will look at making updates to slideshow, adding info about virtual classes to keep it relevant and possibly converting slideshow to video with narration**

- Plan for Marketing over the summer regarding how to spread the word about openings
 - **No Facebook ads currently; will increase over summer as families (and WTG) have better idea of fall pandemic status**
 - **Mandy plans to put flyers out in public places once things open up again, such as libraries, grocery stores**
 - **Mandy asked about putting signs in front of the church? Amy said to ask Sara as there may have been issues with that in the past**
 - **Other outdoor/yard signs? Have done in past with mixed success; may not justify printing costs**
 - **Ask all board members to brainstorm marketing ideas**
 - **Amy to find out if/where LWTech does umbrella advertising for all toddler groups**
 - **Suggestion to try Red Tricycle or Hulafrog? Community FB pages? Paid online advertising (ParentMap) was deemed too expensive in past, but maybe time to revisit?**
 - **Annmarie knows Nicole at Evergreen Parent Baby--she may have ideas how to reach Wobblers families since Parent-Baby groups are not meeting in person right now.**

Updates and New Business - All Board

- 2020-2021 Board Meeting Dates
 - Add a mid/late July board meeting
 - **Next meeting July 28**
 - **3rd Tue of the Month thereafter**
 - T-shirt Sales – Currently under the Events Coordinator, discuss if the job of selling t-shirts should move to Marketing. The t-shirts currently are in the shed at school.
 - **Mandy agreed to take on t-shirts this year**
 - **She is looking into online direct orders (such as bonfire.com) where we would send a link to families to order shirts themselves—we design the shirts but don't have to be "middle man" for sales**
 - **Note for later this year: reevaluate permanently moving shirt sale duties to Marketing Coordinator and perhaps swapping parade planning to Events Coordinator**
 - **Annmarie encouraged sending her texts for time-sensitive issues**
 - **Lesley as interim secretary to send out board roster to instructors and all current board members**
 - **Annmarie requested update to protocol for Secretary to send minutes to president within 5(?) days for preliminary review; president to then distribute draft minutes to the board right away instead of waiting until next board meeting**

Adjournment: 9:21pm

Next Meeting: July 28