

**Agenda**  
**Williamsburg Campus Child Care**  
**Board of Directors Meeting**  
**22-Jan-2016**  
**8:30-10:00 a.m.**  
**Brafferton Kitchen**

8:30AM Call to Order

In attendance: Lisa Kellogg, Chris Shelton, John Byxbe, Janet Evans, Jeremy Martin, Lisa Milne, JC Poutsma

- I. Public Comment - none
- II. Approval of the December Meeting Minutes - approved
- III. Director's Report - Janet Yang
  - A. Finances
    - 1. 98.6% enrollment for month of December
    - 2. Income off by \$400, under budget
    - 3. YTD \$8000 better than anticipated numbers
  - B. Activities
    - 1. Holiday related activities
    - 2. Getting ready for holiday party – music theme
  - C. Situational leadership
    - 1. Background checks
    - 2. Independent status on website –
      - a) Chris Shelton provided language for website – approved
        - (1) Eden to change on website
    - 3. Food service contract – between WCCC and Sodexo
  - D. Training
    - 1. Nicole finished EPPL
    - 2. Jasmine finished another college course
    - 3. Kristin completed another college course
  - E. Family involvement
    - 1. Holiday party
- IV. Financial Report - Chris Shelton
  - A. Accurately reported
- V. Auxiliary Services Report - John Byxbe
  - A. Solid plan to move forward with renovations – wall colors, flooring, carpet, millwork, window treatments
  - B. Building fund – enough to cover paint, floor. Millwork will cost around \$150-200k.
    - 1. Is there a possibility to pursue funding from Gore?
    - 2. Timeline would be over a winter break – second/third week of December
  - C. Plan to freshen up staff lounge? Timeline?
  - D. Budgets
    - 1. 3% increase in parking decals
    - 2. 4% increase for dining (3% is Consumer Price Index 1% is increase in labor)

VI. Advancement Committee Report

- A. Yard sale is still on track for March 12<sup>th</sup> – Trinkle Hall
  - 1. Looking for volunteers
- B. Tot Trot – May 7<sup>th</sup>
  - 1. Spencer Milne submitting approval for DOG street use
  - 2. \$15 registration fee
  - 3. B&N agreed to provide the first 50 shirts
  - 4. Sodexo agreed to provide drinks and snacks
  - 5. Interest with Farmers Market participation and CW w/ Liberty
- C. Corporate letters will be going out in a couple of weeks
  - 1. Included mid-year report prepared by Janet
- D. Having a high-level financial statement on the website is a possibility
  - 1. Pie charts reflecting – activities, financials, expenses
    - a) use percentages
    - b) take general breakdown of certain blocks of time, not tied to specific year
- E. Facebook Page – Eden - approved
  - 1. Extension of the website
    - a) Goal – used to publicize the events
    - b) Business page – no posting allowed, can only message page
    - c) No pictures of children

VII. Board Discussion Items

VIII. Old Business

- A. Review of WCCC policy on disciplinary actions
  - 1. Add section that allows director and administrative team to act on these plans.
  - 2. If escalation occurs, contract employee needs to be notified
  - 3. Janet to revise and send back out
- B. Communication of organizational status on the WCCC website
- C. Opportunity for BOD to hear teacher concerns?
  - 1. Janet to talk with Lead Teachers
    - a) More regularly meeting with Director?
      - (1) Time constraints
      - (2) Could the morning be an option?
- D. Is there an opportunity to define the employee benefits for WCCC employees v. WM employees?

IX. New Business

- A. Impact of raise in minimum wage on our salary structures?
  - 1. Current: Base salary + 10% to help cover medical, etc. (Benefits stipend)
  - 2. Unofficial “minimum” wage = \$10, that the college is holding with employees and all partners on campus.

10:00 AM Adjourn