

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 12th – Trinkle Hall
 - 1. Looking for volunteers
- B. Tot Trot – May 7th
 - 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