

Meeting Notes
Williamsburg Campus Child Care
Board of Directors Meeting
29-July-2016
8:30-10:00 a.m.
Brafferton Kitchen

8:37AM Call to Order – Janet Yang, John Byxbe, Jeremy Martin, Lisa Kellogg, Lisa Milne, Chris Shelton

I. Public Comment - none

II. Approval of the June Meeting Minutes – approved (Jeremy Martin, Chris Shelton)

III. Director’s Report - Janet Yang

- June 98% occupancy
- Budget numbers – net income of \$2900 for the month (\$33k surplus for the year)
 - Are we allowed to pay a bonus to the staff? Jeremy Martin
 - a) Moved to approve (John Byxbe) – Lisa Kellogg, Chris Shelton
- WCCC did not get any money from the Shifferli Fund
- Over budget in equipment, food, payroll (vacations taken by staff)
- Unannounced state inspection – violations for
 - Baby wipe container was touching a changing pad.
 - Soap label fell off a soap container.
 - Background check had expired for student worker (it was the student’s last day of employment).
- Staff training hours were up in June
- Nicole is wrapping up bonus card programs
 - Kroger is the biggest revenue generator – better percentage
 - FarmFresh switched to a card
- Scholastic order points used to order books, cds, etc
- Maintenance is working on airflow issues with the building

IV. Financial Report - Chris Shelton

- June – just fine

V. Auxiliary Services Report – John Byxbe

- Shifferli Fund – overlooked, paperwork submitted to attempt to get last year and this years’ funds.
 - Request for how WCCC will use the allocated money
 - Endowment/Charter has been received
 - Initial investment was \$51,000 – for operating expenses
- Facilities Management has brought in structural engineer to develop a phased approach for renovation.
 - How will the project to be financed?

- Apple will become part of WM in Barnes Noble in September 2016

VI. Advancement Report – Chris Shelton

- Retreat a couple of weeks ago
 - Yard Sale
 - Tot Trot
 - Restaurant nights (Blaze, Chipotle)
 - CVC – reoccurring
 - a) Grants can potentially be sought
 - b) Pursuing relationships with more local entities
 - (1) Funding the Arts?
- \$8000 fundraising this year (last year \$8200)
- Ticket sales are still not favored and will be scrapped for next year.

VII. Old Business

- Board elections, change in roles
 - Chris Shelton new Chair
 - Eden has three names for BOD positions.
 - Voting goes out August
- Parents meeting –
 - In mid-September dates TBD
 - Last meeting last week of September
- Allocation of “extra” money towards building?
 - \$325,000 (high estimate for renovation) – working to get more accurate numbers
 - Leverage building fund + money from the College
 - Realistically will take 2-3 years to complete renovation
 - a) To take place during winter breaks
- Investment strategy – returns net of fees?
 - JM – we will not beat the market – utilize index fund compared to being in the market until (if) portfolio ever becomes significant.
 - Morgan Stanley gives us a discount for being non-profit
 - Fees with MS are thought to be \$1400
 - E-trade option?
- Emergency planning/preparedness – alert button quote?
 - One per room, one in office, one in kitchen
 - Revisit next meeting
- Background Checks –
 - Social Services – going to national checks starting next year
 - Opportunity for local state police to take fingerprints
 - a) Must call 15’ prior to verify that trooper is available
 - Williamsburg PD has staff accessible for fingerprinting
 - a) To be confirmed by Janet
 - Procurement putting more information in contracts pertaining to background checks

- Opportunity for BOD to hear teacher concerns
 - Pick senior lead teacher to represent at BOD meeting
 - Could have time scheduled after a mandatory training
 - October would be a good month
- Status of water fountain shelter? – no further information

VIII. New Business

- August meeting to be done virtually
- September meeting to be determined once new board members are determined

9:38 AM Adjourn – motion by JM, seconded by Chris Shelton