

**Meeting Minutes**  
**Williamsburg Campus Child Care**  
**Board of Directors Meeting**  
**24-June-2016**  
**8:30-10:00 a.m.**  
**Brafferton Kitchen**

8:30AM Call to Order – Lisa Kellogg, Chris Shelton, JC Poutsma, Janet Yang, Jeremy Martin, Lisa milne

- I. Public Comment - none
- II. Approval of the May Meeting Minutes – names edited. Approved.
- III. Director’s Report - Janet Yang
  - Debit card was compromised - \$900 for fireworks
  - Extra money – can some be allocated towards the building?
    - John Byxbe to provide guidance on this issue
  - Pre-School classrooms look to be operating well.
    - Language and literacy training has provided effective changes to the classroom
  - Regular evaluations area provided by outside source
    - Opportunity for Janet Yang to use her certification for classroom evaluation to increase the number of evaluations performed a year
    - Regional coordinator will come in July to evaluate room arrangement
  - Preschool II room has been updated/reorganized
  - Background checks can take up to a month to return, inhibitive for hiring process
- IV. Financial Report - Chris Shelton
  - Reports are fine
  - Investment reports show \$1000 increase
- V. Auxiliary Services Report – John Byxbe (absent)
  - Rekeying of Center for security reasons
    - Janet, Jeannie, and Nicole have center keys
    - Keys should not be left in outside doors
- VI. Advancement Report
  - Retreat is schedule for July 12<sup>th</sup> – strategize for next year
    - Opportunity to use money for scholarship opportunities?
    - Tickets for Tots scrapped for this year
  - Around \$7000 raised
  - Aromas wants to partner with the center
    - Coupons for every pound of coffee bought - \$2 goes to center

- HoundsTail – dinner night, % of proceeds

VII. Old Business

- Investment strategy
  - Are those returns net of fees – the gap is a whole lot wider and it would be better to do the index fund
- Emergency planning/preparedness
  - Have not heard back from the company about the personalized alert buttons
- Opportunity for BOD to hear teacher concerns

VIII. New Business

- Board elections, parents meeting, etc.
- Tuition Assistance programs listed on the website (Military and Social Services subsidies)
- Shelter over water fountain outside
- Notices that go on the door – can they be sent by email?
- New elections – two people needed to replace JC and Lisa K.
  - Lisa K responsible for soliciting volunteers to replace board members
  - Eden Harris may have an email that can be sent out
  - Faculty representation would be beneficial – large part of target population

10:00 AM Adjourn – Jeremy Martin Motion to Adjourn – 9:42am