



**VVDCC Board Meeting  
Thursday, August 22, 2011**

**START TIME: 6:00 PM**

**Board Members Present:**

Tiffany Allen  
Joanna Cleveland, Chair  
Melanie Edwards Dawes, Interim Treasurer  
Mattias Jonsson  
Dorrie Lassiter  
Dan Lehman  
Ashley Nicklis  
Katie McMahon  
Jo Ellen Rodgers, Secretary  
Jennifer Stegall-Zanation  
Jeanne Wakefield, Director  
Sarah Zimmerman

**Board Members Absent:**

None

**Staff Present:**

None

**Parent Present:**

None (other than Board Members)

**Other Guests:**

None

## Minutes:

### **Call to order, welcome**

### **Time for Guests**

Teacher Time:

- No teachers present. No announcements.

Parent Time:

- No parents present. No announcements.

Other Guests:

- No other guests

### **Officer Reports**

- Approval of July Minutes  
Minutes were reviewed, minor edits recommended, unanimous vote approving minutes
- Chair's Report
  - o Tiffany, Jo Ellen, Sarah, and Melanie are prepared to rotate off as members of the Board of Directors
  - o Need two parent representatives, two hospital representatives, and two university representatives
  - o Letter to parents seeking volunteers to serve on the Board of Directors reviewed
- Treasurer's Report
  - o Exceeded budget expectations for July approximately \$3000 due to sustained enrollment
  - o Food exceeding budget to date due to increased cost of food in general, Jeanne to try different vendors for various items to reduce costs
  - o Fundraising budget exceeded due to graduation expenses and bill for t-shirts being paid

### **Committee Reports**

- Personnel Committee
  - o New leave earning policy reviewed and discussed
  - o Clarification of "in good standing" to now read "in good standing (30 days notice of resignation, not dismissed for cause)"
  - o Clarification of "leave begins during the first month of employment" to now read "...employment ; see probationary note in probationary policy section"
- Fundraising Committee
  - o Jeanne did submit a grant, should have response at end of this month
  - o To update fundraising list in Dropbox to provide continuity for future fundraising committee members (eg, upcoming availability for select grants)
  - o Jeanne to organize a signup blitz for Harris Teeter VIC card and to sell t-shirts and other items in August/September
- Building and Grounds Committee
  - o Eight posts added for two's playground and outdoor classroom

- To make a purchasing plan for upcoming shade project
- Will need volunteers for the shade project

### **Other Business**

#### **- New Business**

- Director's Report
  - Plan for teacher celebration for Creative Curriculum successful transition
  - Parents will not have access to old photos so photos will be saved and provided to parents upon request
  - VVDCC serves as a host site for CCSA staff training, training could be open to interested parents if class size permits
- Modular Unit Update
  - Estimated cost higher than anticipated
  - Alternatives investigated to reduce costs (eg, glassed in walkway versus simply covered, assuming cost for various items through separate contractor such as fencing/skirting/landscaping, eliminating back side walk, asking hospital/university to partner to cover fire/sprinkler/utilities installment)
  - Alternative builder has provided new estimate
  - After school services requested by many parents; opting to use the modular units for this purpose likely low yield
  - Discussed specialized preschool classrooms (eg, bilingual) for additional tuition fee
  - Proforma reviewed with various options (one unit, two units with second unit half full and full), appears to be financially viable option to grow the center using these modular units
  - Net income should also be used to repay the reserves fund
  - Need to get estimate for fire/sprinkler/utilities to hospital/university to request support
  - Anticipated timeline August/September 2012
  - Unanimous vote for Jeanne to continue to investigate feasibility of leasing two modular units
- September Board Meeting scheduled

### **Adjournment**

**OPEN SESSION END TIME: 7:45 PM**

**CLOSED SESSION START TIME: 7:45 PM**

Nothing for closed session.

**CLOSED SESSION END TIME: 7:45 PM**