



**VVDCC Board Meeting
Thursday, February 17, 2011**

START TIME: 6:05 PM

Board Members Present:

Tiffany Allen
Joanna Cleveland, Chair
Aimee Krans
Keri Monda, Treasurer
Ashley Nicklis
Mattias Jonsson
Jo Ellen Rodgers, Secretary
Jeanne Wakefield, Director
Dan Lehman
Sarah Zimmerman

Board Members Absent:

Melanie Edwards Dawes
Katie McMahan

Staff Present:

Natalia Kanarski

Parent Present:

None

Minutes:

Welcome:

• **Teacher Time:**

No teachers present. No announcements.

• **Parent Time:**

No parents present. No announcements.

Old Business:

• **Chair's Report:**

- Approval of January meeting minutes. Minutes reviewed and unanimously approved.
- Tracey Rankin has resigned from the board. She is a parent/hospital appointee.
- Review of new logo. Everyone agrees it looks good. New logos approved. Motion by Dan, second by Keri and Aimee.
 - Display case with center branded items (e.g. mugs, totes, magnets) discussed.
 - Eventually we would like to get every kid a shirt. Suggestion to consider getting cotton blend instead of cotton; it may be less hot.
 - Magnets/stickers for cars also discussed

• **Treasurer's Report:**

- January Financial Report reviewed
- Income is positive due to tuition. We are over enrolled starting this month. Late fee is billed monthly on the 6th.
- We are over on health insurance. There are changes from the old to the new health plan. For the last two months, it has been billed incorrectly (>\$1,000 difference). The agent/company assure it will be corrected.
- Training and development overage (>3x) due to certification of all teachers for the Early Education program. Certifications are not caught up. Training is every 3 years or 5 years depending on certificate. Certificates need to be complete by May.
- Big accounting bill. Also, crib bill coming due: >\$2,500 paid in February will show up in next month's budget.
- Per Jeanne, budget-wise we should have set aside \$5,900. We are about \$1,200 short, but expect to be caught up by next month. Suggestion to pay back for cribs first, and reserves second.
- Office expense this month (\$200). Net income exceeding expenses.
- Successful spaghetti dinner.
- Accountant has prepared a draft financial statement. This will be prepared annually.
- Tax statements and payments are done and double checked. Very professional, friendly. Per Keri, preparation time took 6 weeks.
- Per Keri, payroll tax credit for hiring unemployed persons was discovered and implemented by the new accountants providing \$1,600+ credit this year and an additional \$1,000 for each of three people if still employed in a year.

• **Personnel Committee Report:**

- All January to do items have been done. In February, a couple of items remain for Dan. Jeanne will talk with staff about setting wellness goals for the Napsac program which is on track to be completed in February.
- Electronic versions of the personnel policies and procedures manual not available to committee.

- Jeanne discussed vacation days.
- Natalia discussed time and attendance policy. Committee members agreed that current policy is appropriately fair/strict.

- **Fundraising Committee Report:**

- With additional funds from spaghetti dinner, greater than \$5,000 raised for No More Mulch Fund. Anticipate raising another \$3,000 between Jan and May with logo sales. Hopeful Nike grant will provide an additional \$8,000 for a total of \$16,000.
- Per Aimee, the UNC Athletic Dept will work on making us an official location for recycling shoes by providing recycling bins. Hopeful to get the center on the official recycling route.
- Parent volunteer to assist with organizing ordering of logo items.
- Katie has finalized materials for Charitable Contribution Solicitation License application. Will miss SECC application process for this year but will be prepared next year once license obtained. Tiffany clarified if license should be in University Child Care or Victory Village Inc. name. Jeanne clarified that Victory Village is the nonprofit organization.
- Will postpone yard sale efforts for now.
- Per Aimee, terrific fundraising opportunity at Applebees. When they are closed on the weekend, you can volunteer to staff. They cook and you serve, buss tables etc. Volunteers bring customers, and get a large part of the income.

- **Grounds Committee Report:**

- Inventory and budget line item due for Annual meeting early April.
- Reviewed branches of committee.
- Waiting for estimates from architects.

- **Other Business**

- None

New Business:

- **Director's Report**

- Twenty percent of enrolled families are expecting another child, or just had another child.
- Worker's comp workshop was very useful. Was referred to go to conference because we have had several claims. Big "tidbit" they gave was "accommodate employees to come back to work in some capacity as early as possible" which proved to be excellent advice. Will implement this in the future.
- Regarding electronic portfolio, Kim is keeping NAEYC portfolio up to date. Three big binders, with sticky notes to flag things that might go out of date. Since these came out, some companies have developed electronic portfolios. New online portfolios are really great. Teachers can use them to track the current status of every entry. Reasonable price and can purchase for one classroom at a time. Portfolio is \$150/year, each class room is \$59/year. How can we phase in this cost (this year?). \$800 annual cost. Suggest we pick one classroom per nest. Cost includes training. \$400 initial cost. Password protected, unlimited storage, flat fee. Jeanne wants initial permission to spend \$400 for the initial cost.
- Jeanne will check references.
- Recommended to implement one classroom (\$59) and see if it is as effective as advertised.

- **Shared Spaces Policy**

- Shared Spaces Policy is in Dropbox for feedback.

Adjournment

OPEN SESSION END TIME: 8:05 PM

CLOSED SESSION START TIME: 7:30 PM (Note: Closed Session held in middle of Open Session to assure adequate number of Board Members present.)

CLOSED SESSION END TIME: 7:35 PM