



**VVDCC Board Meeting  
Monday, January 19, 2011**

**START TIME: 2:05 PM**

**Board Members Present:**

Tiffany Allen  
Joanna Cleveland, Chair  
Melanie Edwards Dawes  
Aimee Krans  
Katie McMahon  
Keri Monda, Treasurer  
Ashley Nicklis  
Jo Ellen Rodgers, Secretary  
Jeanne Wakefield, Director  
Dan Lehman  
Sarah Zimmerman

**Board Members Absent:**

Mattias Jonsson  
Tracey Rankin

**Staff Present:**

None

**Parent Present:**

Susan Meyer (Puffins room)

## Minutes:

### **Welcome:**

#### • **Teacher Time:**

No teachers present. No announcements.

#### • **Parent Time:**

No parents present. No announcements.

### **Old Business:**

#### • **Chair's Report:**

- Approval of November meeting minutes (Note: December meeting cancelled due to inclement weather). Minutes reviewed and unanimously approved.

#### • **Treasurer's Report:**

- December Financial Report reviewed
- –Year-to-Date Net Income shows to be \$600 in the black, however, does not reflect the fact that the \$5100 budgeted for the Reserves Fund have not yet been paid or set aside. December income above budget due to 100% enrollment. Beginning in February, the center will be over-enrolled to accommodate new sibling enrollees. (103% enrolled per Jeanne). Fundraising approximately \$2700 (\$570 donated to no more mulch fund). Crib payment outstanding – first installment to be paid at end of January.
- New accountant firm retained – Christopher Duffus. Recommended by Executive Director of Ronald McDonald House. Three references very positive. Has recommended available tax credit for three new hires.

#### • **Personnel Committee Report:**

- Tiffany (Chair), Dan, Jeanne, Joanna, and Katie have developed an annual calendar of events for year (e.g. annual reviews).

#### • **Fundraising Committee Report:**

- Nike contract submission pending.
- VIC jingle contest for \$10,000 – Jeanne discussed this with Mr. John (music teacher)
- Spring spaghetti fundraiser – Jeanne to discuss with Marina
- Yard sale idea from Jeanne - \$20 per table, VVDCC gets table fee. Unclear if can sale items on state property. To check with other day cares to hold joint event. Joanna to clarify options with university.
- To apply to be on SECC list – due March. Katie to work on this application.
- Sarah recommended L.L Bean as vendor for logo sales. Zazzle, Café Press, Bread and Butter, TED (Total Exposure Design), Progressive Graphics also recommended. Bread and Butter and Progressive Graphic are UNC approved vendors. To look into cost of T-shirts, coffee mugs, car magnets, water bottles, sippy cups, tots, jackets/hoodies. Look into children sizes including onsies and bibs.
- Logo passed around and voted on for final decision.
- Discussed Valentine's babysitting option – or future babysitting night on regular basis. Jeanne to assess interest at next staff meeting and look into finances.

#### • **Grounds Committee Report:**

- No report.

- **Other Business**

- None

**New Business:**

- **Director's Report**

- One staff with back injury – out for few weeks.
- Health insurance – smooth transition to new plan with staff.
- Staff training to occur on Saturday – off site, no pay. Cost of training covered.
- Two-three families per month on waitlist – unclear where openings will occur.
- Application down, inquiries not down (6-10 inquiries per day). Jeanne concerned about how difficult it is to get into VVDCC and possibility of decline in inquiries.
- Jeanne again voiced need for modular classroom and recommended need for two buildings. Discussed using reserves to cover cost. Dan to look into feasibility survey. Cribs need to be covered prior to accessing reserves.

- **Shared Spaces Policies**

- Proposed Shared Spaces Policies reviewed. Avoided families from “jumping ahead” on waitlist as well as added 15% surcharge. Also, allows ability to limit total # of shared slots.

- **Logo**

- Logo #2 unanimously voted on and Aimee will proceed with finalizing this logo.

**Adjournment**

**OPEN SESSION END TIME: 4:35 PM**

**CLOSED SESSION START TIME: 4: 40 PM**