

Victory Village Day Care Center, Inc. – Board of Directors Meeting

November 17, 2011; Start Time: 6:10 and End Time: 7:56

- Present: Ashley Nicklis, Susan Brown, Rachel Bloom, Katie McMahon, Mattias Jonsson, Jenn Stegall-Zanation, Jeanne Wakefield, Dorrie Lassiter, Brian Johnston
- Absent: Joanna Cleveland, Dan Lehman, Liping Song

Time for Guests

- Teacher time: no teachers present, no announcements
- Parent time: no parents present, no announcements

Approval of October minutes

Elections:

- Vice-Chair: Brian Johnston
- Fundraising – Rachel Bloom; another parent is interested in participating; Joanna is wanting to be part of the committee; Jenn and Katie and Susan are willing to help out

Committee discussion – decided to have monthly meetings for fundraising and building and grounds to allow non-board members to participate; personnel will only be board members, so no set meeting schedule

Modular Classroom update:

- Approved for financing for modular unit and structural attachments only within lease (new cost is \$98,140), but moved walkway, decks, ramps and stairs into non-financed category (new cost is \$125,000).
- Want to leave \$20,000 within reserve account and use \$78,000 from reserve account, so asking Hospital and University to split the remaining \$47,000 cost related to expansion. Pro-formas section– cost with different levels of enrollment.
- Redrafted letter to Chancellor Thorp and Mr. Park since the cost exceeds the reserve account and we approved the letter for submission.
- Risk associated with beginning the process without approval for the additional funding from Hospital and University – have now included the storm water system within planning, so that is more concrete within the price and hopefully some of the work will be at a lesser cost than current assessments.
- Must agree to request approval to spend from reserves account to pay the architect/engineer fees for drawings and plans to get these done to go through Buildings and Grounds, Board of Directors and then the Town of Chapel Hill by January or February 2012 timeline.

The fact that the mortgage on the main building is about to be paid off may be considered when the Hospital and University discuss our request for funding , but we have support from University and Hospital representatives to proceed with expansion plan and leaving money in the reserve account

- First motion to approve spending \$78,000 on the expansion project – Motion by Ashley, Second by Mattias; all approved
- Second motion to approve spending up to \$26, 875 for engineer/architect fees even with the final funding request currently unresolved – Motion by Brian; seconds by Rachel and Susan; all approved

Treasurer's report: financial summary has been in dropbox and asked if any questions

- \$600 repair fee for freezer will be seen in November report
- CRP and First Aid training and about ½ staff have a spring renewal and other ½ have a fall renewal. We could look at asking if any parents are certified to do a training class and possibly Carrboro EMS will provide free in lieu of donations, and possibly have a staff member become a trainer.
- Some parents may be interested in SIDS training.
- Utilities were over budget by 11% for October, but okay since at 100% of budget YTD.
- Talk to occupational health about supplying flu vaccines next year – part of annual plan to utilize more of the hospital, university and family resources.

Personnel Committee: Dorrie Lassiter, Chair

- Leave Time Accrual Policies – want to approve tonight to allow implementation effective January 1, 2012; intention was to do away with extra days of accrual (1 day per year up to 10); promote longevity was the plan, but the staff with seniority didn't use and staff without seniority were abusing.
 - o This structure will resemble the hospital system – motion to approve policy with amended wording to that January 1st will be used each year to make changes rather than date of hire; Motion by Jenn, Second by Dorrie; approved by all.
- Members will include: Katie McMahon, Jenn Stegall-Zanation, Brian Johnston and Dan Lehman

Fundraising Committee: Jeanne Wakefield presented today; Rachel Bloom, Chair

- Coffee bag with school logo – two sizes are 40 cup for \$13.50 versus 25 cup for \$10.00; decided that it is an expensive product and don't know if parents are going to buy; no minimum required, but decided to pursue other options
- Discussed ornaments as a possible option for a holiday fundraiser
- Members will include: Susan Brown, Jenn Stegall-Zanation, Liping Song, and Joanna Cleveland

Buildings and Grounds: Mattias Jonsson, Chair

- Mattias sent out a request via the volunteers list asking for donations of used digital cameras for classrooms; also need new CD players for classrooms
- Dramatic play area is ongoing; question if Keith could get the sign supplies since he knows the size of the structures
- Someone took the tires that we were going to use as the planters; at edge of playground and filled with dirt and flowers
- Members will include: Rachel Bloom, Dan Lehman

Director's Report: Jeanne

- Book fair – get free books for participating versus portion of the profit; selling more books this year since people can put on their tab (also more dinners are being sold and portraits have been put on tabs)
- Electronic wait list is now fully converted – excel spreadsheet will automatically age up into the appropriate age group; thanks again to Mattias
- Contracts/Board appointments – question about letters and do we have contracts that are signed; Jenn will send a copy of her letter for reference, but definitely need to follow-up with Dan
- Annual employee reviews – Jeanne will construct and personnel chair will review each evaluation and then Jeanne will complete the one-on-one evaluations

Photo sharing

- Consent form with enrollment paperwork to make more specific and will have a consent section for in-house sharing via CDs, sharing site, etc. == Jeanne will still send out a memo to current parents and they will be able to opt out of participating
- Password protected site is most desirable
- Discussed have a disclaimer that the Center does not assume responsibility for how photos are used after sharing Jeanne will revise consent form and voting at next meeting