

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

October 20, 2011, Start time: 6:15 pm and End time: 8:05 pm

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

Call to order and Introductions

Time for Guests

- Teacher time: no teachers present, no announcements
- Parent time: no parents present, no announcements
 - Mattias discussed a method for disseminating classroom pictures for parents at a cost of \$60.00/year (i.e., CD for pictures, photographer website with secure login but may have a cost associated with it)
 - Jeanne discussed parents prohibiting their children's pictures being used for promotional purposes and would that mean having to sort through all of the photos to remove those children
 - Decided to ask parents to opt out if they don't want to participate in photo sharing

Approval of August and September minutes

Election of new officers: Katie provided a brief description of each position

- Vice-Chair – pending; will elect next month

Election of open committee chair positions:

- Fundraising – pending; will elect next month
- Katie discussed having parents as volunteers in each committee and trying to have quarterly committee meetings to ensure stay on task and also provides a definable time commitment to volunteers
 - discussed that this has not been successful in the past, but will email the center listserv again

Center Contract:

- 8.15 – request from Jeanne to have some wording about the reserve account funds being used to pay remaining modular lease or any capital improvement if VVDCC dissolves
 - Who will assume responsibility if VVDCC dissolves? – maybe have another document to help define the plan for lease repayment
 - Ashley and Dan did not think that legal would sign-off on Jeanne's proposed wording within the contract, but agree that we may need a contingency plan which outlines the details of payment, etc.
- Changes in repayment plan to reserve account - \$10,000 within 12 months and >\$ 10,000 at least \$10,000 per year

Modular Classroom update:

- Hospital and University on board with modular project; need to involve University Planning per Ashley
- Funding will not be provided by the Hospital or University since we have reserve money in the bank; if above the \$100,000 of the reserve account then request to University and Hospital; Ashley stated that would go before the budget committee for the University == discussion that we want to maintain at least \$20,000 in reserve account for unforeseen costs to the center; must get "not financed/separately contracted" costs down, but may be increased if we need drainage pond (estimated cost is \$20,000)
- Lease payment should be covered from the tuition revenue and have already been making the \$10,000/year payment to the reserve == must ensure that we can complete in time to ensure 100% enrollment
- Denied request for fire alarm system, electrical and plumbing to be covered by the University which is increasing the cost of the project – able to push fire alarm system into lease price; cost of electrical hook-up was high so going to get another bid per Dan and the board; awaiting plumbing bid
- Timeline: Summer 2012 for modular completion and if any delays then move to Summer 2013

1. Architect/Engineer verbally engaging the Town of Chapel Hill before we go under review
2. December 2011 – University quarterly meeting to discuss annual plan, budget and contract and if approved by facilities group then move forward to Town of Chapel Hill
3. January 1, 2012 – Architect plans/drawings to Town of Chapel Hill; board agreed to approve by email
4. Early spring – Town meeting where the architect and engineer present the plans
5. After approval by all parties then only 1 month to complete construction, then inspections and the final phase will be licensing

Treasurer's report (see sheets for more details):

- Art with Evan payments to be included in specials budget since she is working at the center; discussed yoga instructor payment being every 6 months and would she follow that payment method
- Dan talked to the Hospital and they okayed VVDC using their prices from US foods; Dan doing a price comparison
- Net income YTD = \$1985.88 (\$4535.88 minus reserve payment of \$2550) === payroll was slightly higher due to being overstaffed, but lost a FTE floater position and will not fill

Personnel Committee update – Dorrie

- Teacher recognition for electronic portfolio transition – discussed budget of \$15.00 per person; options that Jeanne will present to employees are T-shirt/Polos, Dinner, or Frankie's Fun Park
- Parent Directory and Teacher Directory completed and distributed

Fundraising Committee update

- "no more mulch campaign" is still ongoing – Finished Phase I and II of playground
- Music and Movement grant – received \$2500.00 grant and will begin using in December
- Harris Teeter Link – 52% families are enrolled; last year = 75%
- Take Home Dinners – improving revenue

Building and Grounds Committee – Mattias

- Planter boxes finished and discussed offering childcare for large projects to help recruitment of volunteers
- Shades - plan to take down based on coordination with teachers
- Parent volunteer (Keith) is making a dramatic play area that consists of storefronts and each store will have sign and props == signs ideas include Library, Post Office, Fire Dept., School, Grocery, Barn, Pet Shop, Bus/Train Station, Restaurant, Museum, Police Dept., Vet Office, Hospital, Farmer's Market, House, Ice Cream Shop, Flower Shop

Director's Report – Jeanne

- Parent-Teacher conferences are ongoing
- Milk refrigerator – got check for damages
- Early Literacy Grant – will be working with Toucan's room teachers; grant includes literacy materials
- Solicitation License – able to submit our SECC application form for 2012
- Phase III – completion of resurfacing project will hopefully be completed in Spring 2012; 100% of funds will be from fundraising
- Field Trip – Pelicans went to Maple View Farms Agricultural Education Center and had a great time; trip funded by parents and all transportation by parents due to liability (parents signed consent forms to allow their children to be transported by another parent)
- Upcoming events – Portraits on November 3-4th, Book Fair during week of November 14th, and Spaghetti Social on October 21st