



**VVDCC Board Meeting
Monday, April 21, 2011**

START TIME: 6:10 PM

Board Members Present:

Tiffany Allen
Joanna Cleveland, Chair
Mattias Jonsson
Jennifer Stegall-Zanation
Katie McMahon
Keri Monda, Treasurer
Jo Ellen Rodgers, Secretary
Jeanne Wakefield, Director
Sarah Zimmerman

Board Members Absent:

Melanie Edwards Dawes
Aimee Krans
Ashley Nicklis
Dan Lehman

Staff Present:

None

Parent Present:

None (other than Board Members)

Minutes:

Welcome:

• **Teacher Time:**

No teachers present. No announcements.

• **Parent Time:**

No parents present. No announcements.

New Business:

• **Budget Overview for 2011-2012**

- Teaching Strategies (ie, Creative Curriculum) moved from Program Supplies in 2011 budget, slight increase from 2011
- Dental lower due to lower costs
- Furniture/Major Purchase added (\$1,200) by recommendation of hospital/university administration to cover unexpected furniture replacement needs (eg, new cribs)
- Worker's Comp reduced due to lower rates
- Telephone Charges reduced due to better plan negotiated
- Per Jeanne, Aimee discussed salary increases with hospital/university administration who felt increases were appropriate
- Housekeeping cost increased due to increase in paper costs (eg, paper towels)
- Food cost increased 4%
- Accounting cost due to switching accountants, audit cost lower with compilation cost higher every other year but overall cost ultimately reduced (several new credits identified also saved additional cost)
- Over enrollment and over budget consistent (approximately 103%) and associated with increase staffing costs primarily overtime
 - Discussed tuition increase in July 1st and staff salary increase in September 1st – this should be stated in the Annual Plan but will not change the line item in the budget
 - Two on-call, part-time staff have reduced overtime
- Budget unanimously approved.

• **Annual Report**

- Joanna finalizing report and will distributed shortly

Old Business:

• **Chair's Report:**

- Minutes reviewed and minor edits recommended for March meeting minutes. Minutes unanimously approved with edits discussed.

• **Treasurer's Report:**

- Reserves payment not made, per Dan's request will be made in June
- Over enrolled again
- Electronic portfolio discussed last month, small cost
- Flu shots due to late billing
- Worker's comp under and accounting over as discussed in budget
- Net income over \$3,401.38 (1.2% over per month on average) for March
- Net income over \$11,532.74 for year to date
- No More Mulch cost due to purchase of display cabinet

- **Personnel Committee Report:**

- Parent (paper) and teacher (face-to-face) evaluations to be requested in May for feedback for Director's annual review.
- Ergonomics specialist to assess center who has made several recommendations

- **Fundraising Committee Report:**

- April donation to No More Mulch Fund from daycare family for \$1,000
- Dan has obtained requested use of reserves to match No More Mulch funds raised thus far – Jeanne has contract underway to start resurfacing
- Anticipate having to shut down playground for 1 week
- Overall \$3,300 will be saved by having mulch removed by volunteers – to check with Habitat for Humanity, local landscaping, other
- T-shirts ordered and will arrive next week, extra ordered in most sizes
- Mugs and totes will also arrive next week
- Per Tiffany, Land's End "add your logo" to existing shirts only cost \$0.25
- Looking into car magnets
- Discussed hiring work study student or other to access searching for grant opportunities and/or submitting applications

- **Grounds Committee Report:**

- Modular classroom feasibility study underway. Jeanne to work with architect next week to initiate estimate. Anticipate 60 day turnaround time.
- Mattias will put back up the baby shade. Additional baby shades may be added.
- Anticipate adding planters in parking lot to prevent parents and others from driving over speed bumps.

Other Business:

- **Director's Report**

- Good traffic at UNC Benefits Fair. New flyers and brochures shared.

- **Frank Porter Graham**

- To be closed within two years, University owned building
- Discussed investigating this as an alternative space for expansion
- Unanimous vote to support exploring this option

Adjournment

OPEN SESSION END TIME: 8:00 PM

CLOSED SESSION START TIME: No Closed Session