

Hutch Kids Child Care Center Board of Directors
Final Meeting Minutes
October 15, 2008 / 3:30-5:30 PM / J2-108

The meeting was called to order by Steve Johnson at 3:34 p.m.

In attendance

Kathy Briant
Liz Briesemeister
James Fan
Lisa Johnson
Steve Johnson
Lori Kenyon
Emily Li
Jennifer Mahlum
Misti McKenna
Nancy Myles
Jennifer Silva

Not in attendance

Babette Saltzman

I. Approval of Minutes

Conversation came up about funds raised from Craft Fair. Nancy received word that HK would not be the recipient of the Craft Fair proceeds this year. The Committee that determines this felt it was best to share the proceeds with other non-funded groups at the Center. Nancy suggested putting together some talking points that we can share with the committee so that we can receive these funds in the future.

The minutes from the September 17, 2008 meeting were reviewed and approved.

Steve announced that Babette has accepted a new position at Children's Hospital. The family will leave HK, but she will still serve on the Board. Need to figure out a new meeting time.

II. Director's Update

- a. HK is working on NAEYC accreditation support from Child Care Resources. HK's accreditation is due in Spring 2010. Misti & Nancy will start attending monthly Director meetings on the new accreditation process. They would like to keep the Board and parents updated with information on the process.
- b. Nancy, Michelle and Misti are changing the HK on-boarding process for new employees and new employee orientation. They are exploring other practices at the Hutch to look at lessons learned to implement best practices. On-boarding process for new families will be next one to be revamped.
- c. Staffing is at a good level. Enrollment is tight – pockets of part-time spots are available and Nancy is working to get them filled.
- d. Brown bag seminars
 - o Next one will feature the Speech, Hearing & Deafness Center on 10/21.
 - o For the following seminar, Nancy would like to plan a panel discussion for Transportation (Shelley DaRonche, Babette, and 2-3 other families to talk about their commutes (long vs. short commute), etc.)
 - o Nancy would also like other ideas for future seminars.

Hutch Kids Child Care Center Board of Directors
Final Meeting Minutes

October 15, 2008 / 3:30-5:30 PM / J2-108

- Emily suggested that staff be involved as well. Nancy indicated that the challenge is that not everyone has lunch at the same time and therefore cannot all participate.
- e. Parent staffing at 5 PM for a HK staff meeting. Nancy is interested in hearing how parents thought it went. Works better for staff and children, but was hard to get parents to volunteer. Twenty-three parent volunteers are typically needed during a staff meeting. The number could be lower if parents are taking their children home early, but we still have 21 volunteers at 5pm and 17 at 5:30.
 - Steve suggested we try doing it again.
 - Health policy will be the next training, but no date is set yet.
 - The plan is to do 5-6 meetings per year. Steve suggested scheduling out for a few months in advance to see if that helps with parent volunteers (i.e. does more notice = better participation?).
 - Lori suggested offering some trainings on-line or through self-tutorials.
- f. 11/5/08 – Nancy is taking the infant room renovation plans to facilities.

III. Report Back on 2008-2009 Committee Goals

a. Fundraising:

1. Focus on e-scrip & Amazon
 - Jennifer Silva will send all Board members the link to register.
 - Homework: All board members should set up an e-scrip account by next meeting.
 - After all Board members have signed up, we will promote it to all parents.
 - Offer parents technical assistance to set up account: quick cheat sheet, office hours at HK, use parent classroom representatives to call their parents to encourage them to sign up.
 - Nancy will send Jennifer Silva the HK e-scrip account and password info.
2. Draft email to parents to let them know how to order on Amazon through HK website.
 - Jennifer would like to explore if there is a way to have an Amazon account to show that business came through HK.
3. Annual appeal
 - Should we consider doing this twice a year?
 - Consider idea of having parents add \$5-10 to their tuition bill every month for the Endowment Fund.
 - Nancy indicated caution around general fundraising – might be better to fund raise around a specific project (i.e. playground). Message needs to be that the money raised will go towards something that their tuition doesn't cover.
 - Extracurricular is funded through the general fundraising account. We have some extra money from the craft fairs. That money will go towards the infant playground – there is close to \$12,000 in that account.
 - Identify needs. Misti said playground, other things like yoga, music or drama instruction.
 - Liz asked if the Board could see what the various funds are and how much money is in each account.

Hutch Kids Child Care Center Board of Directors
Final Meeting Minutes

October 15, 2008 / 3:30-5:30 PM / J2-108

- Steve suggested that at the next Board meeting we look at operational budget and three fund budgets.
- Steve suggested Emily touch base with Fundraising Committee.

b. Social:

1. November 13th, from 5:15-7 PM will be the Home Harvest Festival.
 - Puppets Please Marionettes are already lined up – they will go on at 6:30 PM.
 - May have to increase price slightly because food costs have gone up over the past year. Cost was \$6 last year, will be \$7 this year, but no discount for pre-pay.
 - No one has contacted Liz to sign up to help – she will be relying on Board members to help out.
 - Would like to set up some activities or projects for kids to work on in the hallway. Jennifer is in charge of this. Misti suggested setting up stations that parents could go to with their children –self-serve without requiring staffing.
 - We have Pelton Auditorium reserved, so we will play a movie about 30 minutes before dinner – parents need to chaperone their children while they watch.
 - Decorations from the classrooms: the idea has been put out by Misti to staff. Parents can also approach teachers. Nancy will put it in the HK staff newsletter as well.
2. Northwest Harvest Food Drive: Rather than do it at the Festival, do it at Hutch Kids over a period of time (Nov – Dec). Will put this in the next staff newsletter to see if any staff person is interested in coordinating. If not, then perhaps the Board can take it on. Lisa suggested thinking about doing it over the summer since there is a great need at that time.

c. Welcome: Committee will prioritize contacting families before they start or soon after they start. (As soon as the new family form is received.)

d. Staff Appreciation: Jennifer has put out a sheet for sign-ups and sent out an email on the list-serv.

e. Infant Playground:

1. Emily met with staff today although many parents couldn't make it. Emily needs help, so she divided up tasks. Next steps:
 - Establishing heights of ramp.
 - Emily will price out materials.
 - Joyce will contact Darren, who is an arborist and spouse of an employee to talk about the tree.
 - Misti will contact father-in-law about structure.
 - Glenn will get permit.
 - Misti and Nancy will talk to facilities. Drawings will need to be brought in to them.
 - Glenn will manage labor and volunteers. Although Emily would like to have a contractor to direct the project efficiently, she can't do it right now. She will talk to Xylon (HK Parent) and see if he would be willing to do it.
 - Mike S. will look into possible grants and funding for the infant playground and later the larger playground.

**Hutch Kids Child Care Center Board of Directors
Final Meeting Minutes**

October 15, 2008 / 3:30-5:30 PM / J2-108

- Next project will be tackling larger playground.
- Emily will check-in with Beth (HK Parent) about ADA money, which should be available to us.
- Emily estimates that infant playground should cost less than \$12,000 (less than 600 sq. ft.). Need to add in a fence.

f. Food:

1. Babette sent email with notes.
2. Talked about doing a Food Brown Bag to educate staff and parents about food in the classroom and at home. Ideas for lunches, plastic bottles, organic vs. non-organic, dirty dozen, etc.
3. New snacks – checking in with Kim and staff about what kids’ reactions are to new snacks.
4. Emily introduced herself to Kim, who indicated she is now ready to get involved with the food committee.
5. Budget – trying to figure out where we are with the budget. What do we want, what can we afford, etc.
6. Snack substitution – Misti indicated there are already guidelines around this.
7. Ideas for bringing food into the classroom. (Rainforest Kids making pizza, Sea Horses making applesauce) as way to incorporate into curriculum.
8. Staff kitchen – maybe tie this into Staff Appreciation once Nancy figures out what staff would like for their lounge. Misti will get a wish list for the classrooms.
9. Nancy suggested getting Kim comfortable with the smaller group before incorporating her into the larger group.

IV. 2009 Board Goals:

- “Sustainable Fund-raising Strategy” was deleted as a goal because the Fundraising Committee is working on this.
- Every Board member got to vote on three priority areas. Top three goals are:
 - i. Re-evaluate Staff Vacation Benefits (10 votes).
 - a. Will need to re-visit Staff Survey, look at different options, and work with Nancy to see financial impact.
 - b. Of note, final budgets are due in early April, so this would have to be done before then.
 - c. Nancy will send out couple of things for benefits that can be reviewed by the Board before next meeting.
 - d. Steve suggested we take time at the next meeting to have a general discussion about the current process and policy, and what the staff survey said about vacation benefits.
 - ii. Re-evaluate use of the Endowment Fund (7 votes): Since this won’t take effect until next year, we can start work on this in January to have completed by Spring ‘09.
 - iii. Parent Communication Board or List-serv (7 votes): Kathy will be the point person for this. Put on December meeting agenda to present options.
- Other goals that didn’t get high votes included:
 - i. Evaluate Board Term Limits (2 votes): We will re-visit this at a Board meeting in January.

**Hutch Kids Child Care Center Board of Directors
Final Meeting Minutes**

October 15, 2008 / 3:30-5:30 PM / J2-108

- ii. Evaluate benefit of Ombudsman for HK Staff (2 votes)
- iii. Annual Report (1 vote)
- iv. Grant Application Committee (0 votes)
- The Executive Committee will work on the “Parent Survey”. Emily indicated that Chris would like to work on this again.
- January 2009 Board Meeting: Agenda items will include “Re-evaluate use of Endowment Fund” and “Board Term Limits”. We will also revisit where we are with goals we picked as well as those we didn’t pick.

V. Establishing 2008-2009 Calendar: Executive Committee will develop this for next meeting and see if we are spacing things out correctly.

VI. Other Items of Discussion:

- Liz asked if we could make sure to review “Action Items” at the end of meeting and then check-in at the beginning of each agenda to see if people need help.
- Minutes and agenda must go out one week before the Board meeting.
- Rescheduling Board Meetings – need to change dates and times. For Babette, ideally meetings would be Monday or Tuesday. Tuesdays don’t work for Jennifer Silva (no child care). 2nd Monday from 3-5 PM was proposed and appears to work for all present. Revise dates and meeting locations. Meetings for rest of 2008 will be on 11/10 and 12/8.
- Board members bios – Kathy will email to everyone and see if they just want to keep what they have on there.

VII. Action Items for next meeting:

- Let Nancy know about ideas for brown bag seminars.
- All Board members should set up an e-scrip account by the next meeting. (Jennifer Silva will email instructions on how to do this.)
- Nancy will put announcement in HK Staff Newsletter about having classrooms create decorations for Fall Harvest Festival.
- Nancy will send out information related to staff vacation benefits that can be reviewed by the Board before next meeting.
- All Board members should review staff survey results around vacation benefits.

Meeting ended at 5:25 p.m.

Next Meeting: Monday, November 10, 2008 from 3 – 5 PM in J2-506.

Minutes submitted by: Kathy Briant

Minutes approved by: Board on 11/10/08