

**Minutes of the Monday, January 9, 2017
West Midland Family Center Board of Directors Meeting**

Board Members: **R. Dishaw, R. Brock, B. Bowen, J. Buchanan,**

A. Pankratz, A. Schmitz, T. Rashid

Excused: J. Lauderbach, Joe Weiler, W. Traschen, D. Parrillo

Advisors: **T. Misner,** C. Coons, **B. Schmidt,** B. Dostal, S. Bowen,
B. Dollard, E.J. Herst,

Staff: **G. Dorrien, M. Finney, S. Love, J. Green**

Pankratz called the meeting to order at 7:05 P.M. with J. Buchanan reading the Mission Statement.

Pankratz called for Public Comments – no one from the public in attendance.

Guest Speaker – Charlie Schwedler, Community Advancement Network (a program of the United Way)

- Here to talk to the board about the strategic plan that West Midland Family Center will be working on over the next few months.
- The board has been asked to take the ACE survey (Assessment for Community Advancement). The survey will go out in the next couple of weeks, the group is asked to have the survey completed within 10 days.
- WMFC will be creating a strategic plan in part because a lot of grant requests ask to see your strategic plan and with the building expansion we need to look at what our needs are (staff).
- We were able to write a grant to pay for 60% of the cost of the strategic plan process.

Upcoming WMFC Events:

- Parenting Can Be Fun (spin off of Earn to Learn) - Jan. 18, 25, Feb 1, 8, 22, March 1 (11:00-12:00)
- Family Night for Preschool and Childcare - Practical Routines, Rituals, and Tips for Parents of young children - January 19th, 5:30-7:30pm
- Kindergarten Transition Night - February 2nd, 5:30-7:30pm
- Early Childhood Date Night (Super Heroes theme) - Thursday, Feb 16
- Reading/Literacy Night for Preschool and Childcare - March 23rd, 5:30-7:30pm
- Three's end of the year picnic - May 17th, 10-11am
- COP Holiday Dinner, January 22, 2017 5:00-7:30 (postponed due to the weather)
- COP Olympics of the Mind, February 18, 2017 10:00-12:00
- COP Parent Date Night - Thursday, March 9

Staff Report: No staff – Guest Speaker instead

Motion to approve the Minutes of the September 12, 2016 Board Meeting

Motion R. Dishaw / 2nd B. Bowen - Motion Carried.

Motion to approve the meeting dates for 2017 (all starting at 7:00 PM) – A. Pankratz / J. Buchanan - Motion Carried.

- January 23, 2017 or January 31, 2017
- March 6, 2017
- May 1, 2017
- September 11, 2017
- November 6, 2017
- January 8, 2018

Executive Committee – Anne Pankratz, Chair

Did not meet

By-Laws / Nominating Sub-Committee – T. Misner, Chair

- We have four board members that had their term expire in December 2016.
 - Joy has nominated Carol Stone, HR Director for the City of Midland as the person to replace A. Schmidt.
 - Jon Lauderbach, Rod Dishaw have agree to continue.
 - We will hold Dave Parrillo's seat open until we can contact Dave to make sure he plans on continuing to serve on the Board.
 - Motion to approve new Board terms for Carol Stone, Jon Lauderbach and Rod Dishaw – J. Buchanan / 2nd – B. Bowen - Motion Carried.
- We will need a new By-Laws/Nominating Committee chair, if you are interested in taking over Tom's position as chair please talk to Anne Pankratz. Would like to have 2 or 3 people on this committee, so there can be discussion of nominee's.
 - Joy Buchanan as agreed to chair the nominating committee.
- As the new board has been elected, we will need to approve the Executive Committee Officers:
 - Currently they are as follows:
 - A. Pankratz, President
 - B. Bowen, Vice-president
 - R. Dishaw, Secretary
 - R. Brock, Treasurer
 - Motion to approve the Executive Committee as is – J. Buchanan / 2nd T. Rashid - Motion Carried.
- Bill Bowen suggested we might have a discussion about changing the by-laws to change the number of board members and the number for a quorum. It was pointed out that in the by-laws it does state that we can work through the Executive Committee to make decisions. This helps when we are not able to make a quorum at a meeting.
- Loan through the USDA, must have a signature from a lawyer stating that WMFC is in good standing to the state and federal government. The lawyer we are working with is recommending that any changes we have ever made to the by-laws have them noted, inserted and restated articles of incorporation, which means we are changing our by-laws, we must give 10 day notice to the board and have 2/3 vote to accept them. We have not made a final decision on the loan, but we have to go through all these steps to even apply.
- A. Pankratz has suggested that we create a board guidance notebook, she will work on this.

Fundraising Sub-Committee – J. Buchanan, Chair

- J. Green presented the fundraising analysis – details are in the January board file.
 - Discussed the number of donations & amounts.
- The notecards have been wonderful, thank you B & B!

Strategic Growth Committee- Dave Parrillo, Chair

- Have met both the new directors of Greater Midland and NMFC/Coleman centers. The director of the NMFC/Coleman sites is interested in help from WMFC when possible.

Investments – B. Dollard, Chair

- Investments this year have been great through November 2016, appreciated over \$400,000.
- The board has requested that Azimuth come to a board meeting, Jason will try to schedule with them to attend in May 2017.

Accounting / Budget Committee – C. Coons, Chair

- The financial report was in the board packet, the budget will be balanced for 2016.

Dow COP Committee – B. Bowen/G. Dorrien Committee Members

- Committee meets this week to accept new students. We will be accepting all 5 that have applied.
- Third year in a row that we have no students from Meridian. We are hoping to get them back on board with the program – Meridian is in the 5th year college program, which has changed opportunities for the students, which we think has contributed to the lack of applications.

Expansion/Facilities Committee – B. Bowen, Committee Member

- The final drawings for the expansion are being completed.
- The new drain field is waiting to be inspected by the health department.
- Most everything is being done through the building expansion that needs upgrading.
- LED lighting throughout the building, should save money on monthly bills and the changing of the bulbs every three years.
- The new well is not being used yet, needs to be drilled to the building yet.

Human Resources Committee A. Schmitz, Committee Member

- The employee handbook has been completed, the board will need to approve to adopt.
 - Motion to approve – R. Dishaw, 2nd – J. Buchanan - Motion carried.
 - Email version will be sent to all board members.

Communications Committee – W. Traschen, Chair

- Created the new donation cards – they are wonderful, worked on them quickly.

Auxiliary Committee – G. Dorrien, Committee Member

- We are not making money in the bingo program, the number of attendee's have dropped. This was a program that was started to help WMFC, We need to decide if we want to stop the Bingo program, keep the program for social and not for fundraising reasons, or if we need to figure out how to raise revenues to justify the program.
- We will look at the numbers again in March to see how it looks (this should be the highest quarter for the program). Jason and Greg will then discuss with the committee.

Executive Director's Report - G. Dorrien

- See written report
- Susan has been writing lots of grants, excited about the Children's Trust Fund grant that will be funding the three's program wrap-around support services.

Board member, advisor, and staff comments:

- Discussed the strategic plan process and what outcomes we should be looking for.
- Congrats to Greg and the Helping Hands Dental Center grand opening of the expansion.

Motion to Adjourn R. Dishaw / T. Rashid - Motion carried. Meeting adjourned at 8:55 pm by A. Pankratz.

The next meeting is scheduled for Tuesday, January 31, **2017** at 7:00 pm. at the office of Bolger and Battle in Midland.

Respectfully submitted,
Missy Finney