

**Minutes of the Monday, May 1, 2017  
West Midland Family Center Board of Directors Meeting**

Board Members:               **R. Brock, B. Bowen, J. Buchanan,**  
  
   **A. Pankratz, W. Traschen, T. Rashid, C. Stone**

Excused:                       R. Dishaw, J. Lauderbach, Joe Weiler, D. Parrillo

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

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

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

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

Upcoming WMFC Events:

- Preschool last day, May 24, 2017
- Summer Program will begin June 27, 2017.
- Family Services Programming for the summer months:
  - Playgroup – Monday’s 9:00-11:00
  - Readers are Leaders – Monday’s 5:30-7:30
  - Finding Joy in Parenting – Tuesday’s 10:15-12:00
  - Family Camp Neyati – July 15-19
  - Summer Family Fun – Wednesday’s 5:30-7:30

Endowment Investment Review: Azimuth, Ann Hewlett & Al Freeman

Strategic Plan: Omnitech, Lee Rouse

- Presented drafts of the new Mission & Vision statements, board meeting agenda and explained/discussed how these would work moving forward.
- The Strategic Plan, Mission & Vision were reviewed by the board, there is a consensus that it is moving in the correct direction.
- The Mission & Vision will be presented to the staff for input/changes and then brought back to the board for approval.

Motion to approve the Minutes of the March13, 2017 Board Meeting

Motion J. Buchanan / 2<sup>nd</sup> W. Traschen

**Executive Committee – Anne Pankratz, Chair**

- Did not meet.
- C. Stone and G. Dorrien (Executive Director) talked to the board about how well the Volunteer Appreciation event went on April 27<sup>th</sup>.

## **By-Laws– J. Lauderbach, J. Weiler / Nominating Sub-Committee - J. Buchanan**

- Did not meet – J. Lauderbach & J. Weiler are working on the by-laws.
- There are a few board members that will be leaving this year, we will need a few nominations by the end of the year – talk to J. Buchanan if you have any suggestion.

## **Fundraising Sub-Committee – J. Buchanan, Chair**

- B & B Communications has created a new “Busting at the Seams” brochure & donor card to help fundraise for the remainder of the funds needed for the expansion.
- The board discussed other groups/organization that we could reach out to for donations – Midland 100 Women, Leadership Midland, Young Leaders.
- Discussed trying to get these groups first involved by volunteering in the construction of the bus garage and then they may be interested in donating after they see what we do on site and understand what WMFC is all about.

## **Strategic Growth Committee- Dave Parrillo, Chair**

- Expansion has started out well, we are a couple weeks ahead of the schedule currently.
- They are working on boring the new well – The Health Department has approved and we are moving forward. Currently we are within the limits for arsenic, but we will add some treatment to give us a better cushion as we are testing at the upper limits.
- Expansion should be complete by end of November. Renovations should be done by the end of December.

## **Investments – B. Dollard, Chair**

- Presentation by Azimuth on how the endowment fund is doing, and explained a little about how they make choices on what to invest our money in. Consensus by the committee and the board is that they are doing a great job and we are taking no action to change investment target ranges by classification.

## **Accounting / Budget Committee – T. Rashid, Chair**

- April 20<sup>th</sup> we met with the auditors, we had a “clean audit” and they are very impressed with what & how things happen at WMFC.
- The 2017 budget is looking good, reviewed the financial packet that was submitted for the meeting.
- Endowment fund is in an awesome place this year, an all-time high for WMFC.

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

- Will be having a meeting in a couple of weeks for the seniors to present their trip plans.
- The COP senior graduation will take place on May 25<sup>th</sup> at Northwood University, Susan will ask Mike to send out the details to the board for anyone that would like to attend.

## **Activities Committee – A. Pankratz, Chair**

- Did not meet

### **Facilities Committee – B. Bowen, Committee Member**

- We should have the new road sign on M-20 in a couple of weeks.

### **Human Resources Committee C. Stone, Committee Member**

- Did not meet
- G. Dorrien (Executive Director) commented on how often the new staff handbook has been used. It has been very helpful. Greg and his staff are happy it was updated.

### **Communications Committee – W. Traschen, Chair**

- B + B Communications has created a new brochure & donor card to help fundraise for the remainder of the funds needed for the expansion. Anne thanked Wendy and her staff for their impressive and generous donation.

### **Auxiliary Committee – G. Dorrien, Committee Member**

- The Bingo program has made a few changes to pay outs, they are beginning to see a little profit each night. Overall WMFC is not making any money from the program (if you look at the set-up/take down/staffing/etc.). We are looking at it more as a social activity for the community members.
- Discussed if it is worth continuing the program, and the board agreed Bingo will continue this year. The program will be reviewed again next year to ensure it continues to be in line with our mission and vision.

### **Executive Director's Report - G. Dorrien**

- Report included expansion project updates, along with financial needs for the project. Construction is ahead of schedule.
- How well the Investment Committee has been investing WMFC monies.

### **Board member, advisor, and staff comments:**

- A. Pankratz has called a special meeting on Monday, July 10, 2017 to continue progress on the Strategic Plan.

Motion to Adjourn B. Bowen /J. Buchanan Meeting adjourned at 9:00 pm by Pankratz.

The next meeting is scheduled for **Monday, July 10, 2017** at 7:00 pm. at the West Midland Family Center.

Respectfully submitted,  
Missy Finney