

**Minutes of the Monday, November 6, 2017  
West Midland Family Center Board of Directors Meeting**

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

**D. Parrillo, T. Rashid**

Excused: R. Dishaw, J. Lauderbach, Joe Weiler, W. Traschen, C. Stone

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 7:03 P.M. with D. Parrillo reading the Mission Statement.

By general consensus J. Buchanan will serve as Secretary for this meeting.

Pankratz called for Public Comments – No public present

**Upcoming WMFC Events:**

- Date Night, Thursday, November 9<sup>th</sup> from 5:30 to 7:30
- Bus Maintenance Facility Thank You Luncheon, Monday, November 13<sup>th</sup> at Noon
- Nurturing Parenting Class, Thursday, Nov. 16<sup>th</sup>, 11:00 – 1:00
- Early Childhood Playgroup Field Trip - Discovery Museum, Friday, Nov 17<sup>th</sup>, 9:30 – 11:00
- Mini Spa for parenting groups Thursday, Nov. 30<sup>th</sup> 11:15 – 1:00
- Sharing Tree, Week of December 4<sup>th</sup> – call Renee Young to set up at time to help hand out gifts.
- COP Holiday Dinner, Sunday, December 10<sup>th</sup> from 3:00-5:00 at WMFC
- WMFC Staff Christmas Party, Friday, December 15<sup>th</sup> from 12:00-2:30 at WMFC
- Expansion Open House, Thursday, February 8<sup>th</sup>, 2018 from 5:30-7:30

Staff Report: No staff reporting

Motion to approve the Minutes of the September 11, 2017 Board Meeting

Motion B. Bowen / 2<sup>nd</sup> J. Buchanan

**Executive Committee – A. Pankratz, Chair**

- Did not meet

**By-Laws Committee– J. Lauderbach, Chair**

- Did not meet.

**Nominating Sub-Committee - J. Buchanan, Chair**

- Nominating Sub-Committee would like to present & discuss the nominations for the board starting in January 2018:
  - Leaving the Board of Directors: A. Pankratz, T. Rashid & J. Lauderbach
  - Nominee's: Ben Dollard, Brooke VanderKelen Alba & Dan Dub

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

- Did not meet.
- J. Buchanan was given the donor list, she will review, make updates/changes & return list to G. Dorrien/J. Green to update the database.

### **Strategic Growth Committee- D. Parrillo, Chair**

- Did not meet.
- G. Dorrien is working on the transition plan for employee's that could have a time table of when they are leaving or if they left immediately how would the transition happen.
- A. Pankratz asked the board to review the Strategic Plan and Plan of Work before the next board meeting, would like to review/discuss progress on the plan and how the board members will keep the staff accountable for the Strategic Plan.

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

- Endowment Fund has surpassed the \$10 million mark.
- The investment committee is happy with Azimuth and how they are investing our funds, we plan on staying with them.

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

- Financial situation is good enough that we could offer raises to the staff for the next year.
- Greg reported that we are waiting on a couple of grants that will help us close the gap in the budget, we expect that we will get something from each of them. We never know how end of year funding will come in, especially with the additional ask for the Expansion funding this year, but we conceivably will balance the budget.

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

- We have 13 students that are testing the program out to see if they are a good fit. Good selection from all the school districts, with even amount of boys/girls.
- Have asked the United Way for funds to add 3 students to each age group and a part-time employee to the program, will have to wait until December to see if it is approved.

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

- Did not meet.
- Greg reported that we have added an expanded Three year old program, there are 13 children that stay for a full day versus a 2 ½ hour class. These parents come to a parenting class every Thursday to have their children stay for the extended program.

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

- Did not meet. Greg and Anne reporting updates.
- The cement in the expansion took longer to dry than expected, so they have moved forward with putting the flooring in the dining room.
- We are still within budget at this point.

- Volunteers did do a large portion of the Bus Maintenance Facility, Three Rivers will complete the project – saved around \$20,000 on the volunteers doing the work - 1305 hours of volunteer labor, 23 volunteers (10 being very regular).
- Have had lots of help on site to get things done quickly, things we have needed has been done when asked in a timely manner.

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

- G. Dorrien read letters from staff saying thank you for the raises they received. It was greatly appreciated by all staff.
- We are comparable to other GSRP classes in the county with our wages, with the school districts getting into the preschool programs we need to make sure we can keep our teachers.

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

- W. Traschen and B & B are working on renaming our programs, instead of just being preschool, childcare or after school program they are working on creative names.

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

- A special Bingo was offered on Friday, November 3<sup>rd</sup> – had a good turn-out.
- The Bingo program in general has been doing better – happy with the volunteers that are running it.

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

- No additional comments, see report that was submitted with board packet.

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

- Motion to approve Board Meeting Dates for 2018 (1<sup>st</sup> Tuesday of every other month)
- Motion by J. Buchanan / 2<sup>nd</sup> D. Parillo, motion is approved.
  - Tuesday, January 9, 2018
  - Tuesday, March 6, 2018
  - Tuesday, May 1, 2018
  - Tuesday, July 10, 2018 (Second Tuesday of the month)
  - Tuesday, September 4, 2018
  - Tuesday, November 6, 2018

Motion to Adjourn T. Rashid /J. Buchanan Meeting adjourned at 8:10 pm by Pankratz.

The next meeting is scheduled for **Tuesday, January 9, 2018** at 7:00 pm. at the West Midland Family Center.

Respectfully submitted,  
Joy Buchanan / Missy Finney