

**Minutes of the Monday, March 7, 2016
West Midland Family Center Board of Directors Meeting**

Board Members: **R. Dishaw, J. Lauderbach, R. Brock, B. Bowen**, J. Buchanan,
Joe Weiler, A. Pankratz, A. Schmitz, W. Traschen, D. Parrillo, **T. Rashid**

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, Z. Hoyt**

Pankratz called the meeting to order at 7:30 P.M. with J. Lauderbach reading the Mission Statement.

Pankratz welcomed Bill Bowen to the board, he introduced himself & what he has done over the years.

Upcoming WMFC Events: (Three's transition night, March 10 5:45-7:45), (Family Reading Celebration, March 24 5:45-7:30), (Volunteer Appreciation Night, April 14 6:00-7:30), (Family Game Night, April 28 5:45-7:30).

Pankratz called for Public Comments – no public in attendance

Motion to approve the Minutes of the January 11, 2016 Board Meeting

Motion J. Lauderbach / 2nd J. Weiler

Staff Report: Zach Hoyt, Maintenance Director – Discussed how WMFC has changed him, how he is a much more giving person than he used to be. Talked about how we are doing maintenance in house now instead of hiring jobs out – Zach is a very versatile person. Board asked about challenges & wish list – challenge is only having two maintenance staff & wish is that the boiler could be changed to a more updated system.

Executive Committee – Anne Pankratz, Chair

Did not meet

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

Did not meet

Fundraising Sub-Committee – S. Bowen, Chair

Did not meet

Expansion Committee- E.J. Herst, Assistant Chair

- Need to have a meeting soon – dates have not worked out.
- Would like to sign the design contract, Earl Soules is ok with the contract – does anyone have an issue with his approval? Everyone agreed to sign the contract – Greg will sign this week.

Strategic Growth Committee- Dave Parrillo, Chair

- Did not meet – this group is currently part of the expansion committee.
- One item that keeps coming up that will be a discussion with this group is the NMFC & Railway Family Center collaboration. The Executive Director of Greater Midland will be leaving the organization for another position, the Executive Director of Railway Family Center/NMFC and Janae Valasquez, Executive Director Herbert H & Grace A Dow Foundation have requested that I meet with them this week – not sure what the meeting will consist of, but it may be a discussion to have WMFC, NMFC & Railway join together. I will be listening to what they are thinking, but will not make a decision until it is discussed with the board.

Investments – B. Dollard, Chair

Did not meet

- Azimuth will be at WMFC in April, will schedule with Jan Hewlett next week.
 - When Jason has a date set to meet with Azimuth he will send out an email letting others know if they would like to attend – very interesting meeting, learn a lot from them.
- Ben & Ron are working together on the monthly reports, transitioning to Ron.

Accounting / Budget Committee – C. Coons, Chair

Did not meet – Will meet in May

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

- COP Olympics of the Minds events happened last month.
- Special meeting to discuss (March 24):
 - Jim Hop joining the COP board.
 - Discuss a change in the absentee policy.
 - Talk about how the 5th year high school students can stay with the program
 - Will be reviewing if a student needs to be dismissed from the program.
- Will meet in May to talk about the senior's summer trip.

Activities Committee – A. Pankratz, Chair

Staff nominated/chosen the volunteer award recipients:

- Sasha Boileau the Steve Barstow Youth Volunteer of the Year
- Tammy & Jeremy Screws – the Phyllis Breedlove Friend of the Center
- Gene Dauer – Orrin Barrett Volunteer of the Year

Facilities Committee – G. Dorrien, Committee Member

- Have a few projects that we are working on, some are caring over from last year – example a new well, reviewing our options.
- Looking at the LED lighting options – cost vs. saving.
- Not major fixings needed at this time, mostly small fixes (door closures, etc).

Human Resources Committee A. Schmitz, Committee Member

- WMFC staff Professional Development Day was held on March 4th, had wonderful attendance.
- Ron Brock presented at the meeting, talked about passive/aggressive/assertive communication styles.
- Val, Greg & Jason have been working on the Human Resources Manual. Once it is complete it will be passed to Ann Schmitz for review. Once we are good with our revisions we will look into having a Labor & Employment Lawyer look at it to let us know if the policies are legal. It was suggested that we should look for a lawyer that would do this for a fixed price (\$1000.00 for the two hour that we feel would be needed seems like a good price).
- Having Val has been a benefit, the meetings are valuable to the Executive Directors – it allows us to discuss what we are all doing with Human Resources issues/topics.

Communications Committee – W. Traschen, Chair

- The Family Focus has gone to the printer today, includes the donors over the last year.

Auxiliary Committee – G. Dorrien, Committee Member

- There has been changes to Bingo:
 - Greg & Anne will Co-Chair the Auxiliary Committee.
 - There is a new head of the Bingo Committee, Gene Dauer has stepped down.
 - Different responsibilities have been divided amongst the group.
 - The Bingo Committee will have to go through the Auxiliary Committee to make certain changes to the Bingo program:
 - Time & day Bingo will happen
 - Major changes to the pay-off schedule
 - Pay rates for Bingo workers
 - The amount of transfer from Bingo to Auxiliary to WMFC
 - How the Bingo transfers can be used at WMFC

Executive Director's Report - G. Dorrien

- John Reder passed away last month, found out this week that he left WMFC \$25,000 – what an honor. He has been wonderful to WMFC over the years & will be greatly missed.

Board member, advisor, and staff comments:

- Should WMFC be concerned about teachers leaving for the open positions at Midland Public Schools? We will see what happens over the summer.
- Reviewed the newspaper articles – see board packet for the articles.

Motion to Adjourn A. Schmitz /R. Dishaw Meeting adjourned at 8:35 pm by Pankratz.

The next meeting is scheduled for **Monday, May 2, 2016** at 7:00 pm. at the West Midland Family Center.

Respectfully submitted,
Missy Finney