

**Minutes of the Monday, September 9, 2013
West Midland Family Center Board of Directors Meeting**

Board Members: S. Bowen, L. Crego, G. Dauer, B. Dollard, E.J. Herst,
A. Pankratz, A. Schmitz, W. Traschen, J. Weiler
Excused: A. Peters
Advisors: T. Misner, B. Schmidt
Staff: G. Dorrien, D. DeMott, J. Wirtz

Herst called the meeting to order at 7:01 P.M. with L. Crego reading the Mission Statement.

Herst called for Public Comments. There were none.

Motion to approve the Minutes of the May 6, 2013 Board Meeting
Weiler /Dollard
Motion Passed

Staff report: Judy Wirtz, Welcome Center

Judy Wirtz started working at WMFC one week before WMFC moved into the new building. She worked front desk for 7 years before changing to the Greendale Senior Center Site. She worked there for 7 years also then she left for other job opportunities.

Judy rejoined WMFC in November 2012. She tells us that of all her other jobs she has never worked at a place that is so family oriented. It is a real team atmosphere and she was really glad to come back.

I have stepped back into running the food pantry. It is something that I have done in the past.

Dorrien added that she has also been appointed as our new Transportation Supervisor, which is one job that no one wanted, but Judy has taken it on enthusiastically.

Executive Committee – E.J. Herst, Chair

Herst reported that the Executive Committee approved the United Way request at a \$20,000.00 increase.

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

Did not need to meet.

Fundraising Sub-Committee – S. Bowen, Chair

Bowen reported that the 3rd Annual Donor Event was a dinner event this year. There were lots of family activities and classes going on. They also visited the Kissinger Horse farm across M20 from the Center to see a unique parenting program entitled *Horsing Around*.

The database is coming along. The information is now back as far as 1992 and each donor will have their own page. Letters and reports of all kinds can be generated from this database as well.

Family Focus has been sent and there is a great article on the front page regarding HH & GA Dow Matching Grant.

Investment Committee – B. Dollard, Chair

Dollard reported our objective since our last Board meeting was to work on the Investment Guidelines, and that has been done. The committee is looking at two alternatives to the present guidelines and will make a decision at the October meeting.

The Azimuth index is showing good results.

Accounting / Budget Committee – B. Dollard, Chair

Rather than show a budget with a deficit we use a line item called *Grants needed from unidentified sources*. Once we secure a new grant that helps reduce the deficit. We started the year with a \$299,429.00 in *Grants needed from unidentified sources* and it has now been reduced to \$72,612.00 through July 31.

The Consolidated Fund Balance Sheet for July 31, 2013 is showing a positive value of \$1,017,963 above the historic value of our donations.

Due to there still being a projected deficit, while at the same time the Center is getting an increase of \$200 per slot in the preschool program, the committee recommended raises for those in the preschool program, but were unable to give raises to the rest of the staff at this point in time.

Dow COP Committee - B. Dollard/G. Dorrien Committee Members

Dollard reported Teri Malek-Madani resigned and we have a new Dow COP Director, Mike Sobolewski. For the protection of Mike we are looking at our one-on-one mentoring situations and traveling situations and will bring about policy changes as needed. This will mean there will need to be more chaperones on some trips that had been previously only supervised by the Dow COP Director.

Mike brings great energy to the program. He has many years of tutoring experience, team building experiences, and he also volunteers at the Broadway Theater in Mt. Pleasant. He currently is the Director for this fall's production of Peter Pan.

During the hiring process we had the applicants direct a group team building scenario that they planned in the gymnasium. Unbeknownst to the applicants the staff members were instructed to act out like disrespectful high school students (being distracted, playing with cell phones, talking among ourselves, not participating, etc.) and Mike handled this intentionally stressful situation well. He even went so far as take away the cell phone from one of the adults.

There is a plan to get Dow involved with Dow COP program again. Rob Valentine called and asked for a submission to be considered.

Activities Committee – G. Dauer, Chair

Did not need to meet.

The committee will need to approve the award recipients for the *Thanks for Giving* event.

Facilities Committee – E.J. Herst, Committee Member

Herst reported that Jeff is looking for a site to drill a new well; they found two close to the building.

Looking into a salt-less water softener system...will it be big enough for us? Would it work well with the new well?

Trane has been out getting our Roof top heating units set for the season. We will be looking at a contract to decide if we want to keep Trane or maybe find a less expensive option.

The pool has been leaking 1,800 gallons a day for a month or so. We sealed the pool and confirmed it isn't the shell that is leaking. Next likely culprit to check out is the skimmer lines under deck. *B and B Pools* are coming to test it and make recommendations.

The solar passive heating system project wasn't completed for this swimming season. Jeff plans to have the supply and return lines plumbed up before November 1, so it is ready by May 2014.

Jeff has been working to get the Shepherd Preschool up and going at St. Vincent Catholic Church (our newest expansion for the preschool program).

Human Resources Committee A. Schmitz, Committee Member

Did not need to meet.

Communications Committee – W. Trashen, Chair

Dorrien reported we are rolling out the new Logo this fall when we will also announce our 40th Anniversary. Everything will be done at once, letterhead, website, nametags, flyers and Focus etc.

There was a discussion regarding the pros and cons of a major fundraiser.

Auxiliary Committee – G. Dauer, Committee Member

Dauer reported that they are training a person for cashier.

July and August were down months for Bingo.

Executive Director's Report - G. Dorrien

See report distributed with packet.

Dorrien reported that Susan Love did a great job with the United Way program presentation.

Board member, advisor, and staff comments:

None

Motion to Adjourn

Pankratz /Weiler

Meeting adjourned at 8:50 pm by Herst.

The next meeting is scheduled for **Monday, November 4, 2013** at 7:00 pm. at the West Midland Family Center.

Respectfully submitted,
Diane DeMott