

**Minutes of the Tuesday, September 5, 2023
West Midland Family Center Board of Directors Meeting**

Board Members: B. Dollard, B. Alba, M. Metcalf, C. Allemang, C. Coons

A. McGinnis, W. Mayton, J. Moses

Excused: J. Traschen, D. Parrillo, G. Wilson

Advisors: B. Schmidt, B. Dostal, S. Bowen, B. Bowen, A. Schmitz, T. Misner, G. Bergtold

Staff: G. Dorrien, M. Finney, M. Sobolewski, J. Green

Dollard called the meeting to order at 6:00 P.M. with B. Alba reading the Mission Statement.

Dollard called for Public Comments – no one present

Upcoming WMFC Events:

- The new preschool year begins on Wednesday, September 6th.
- October 19th we will be hosting our annual Trunk or Treat.
- This month WMFC started accepting Sharing Tree forms through the United Way.
- WMFC has been hosting monthly Surplus Food/Goods Distributions – if you are interested in volunteering talk to Helen.
 - Surplus Food Distribution
 - Surplus Produce set up time is 2:00 (Most Monday, Wednesday & Friday's)

Staff Report: Malessa Wing discussed her role as the Behavior Change Agent

Motion to approve the Minutes of the May 2, 2023 Board Meeting

Motion M. Metcalf / 2nd C. Coons / Approved Unanimously

Investments – D. Parrillo, Chair

- Did not meet
- We will be meeting with Azimuth soon, in October.
- There is currently around \$15 million in the endowment fund.

Accounting / Budget Committee –B. Alba, Chair

- Did not meet
- We have received all funds to cover the deficit that was in the budget.
- Supply costs are higher than expected so far this year.
- WMFC purchased the old army surplus building and property to host our distributions.
- Jason will send out the financial statements later this month, with the purchase of the building and the new Winn preschool site the statement needs to be updated.

- The preschool classrooms are having 2 less children in each room (went from 18 to 16 children), which in turn reduces the grant money from MDE for the GSRP program. This was decided because of the difficulty we are having finding staff and to keep in the child to staff ratio we need for licensing.

Dow COP Committee – G. Dorrien, Ex. Director

- The COP students had a great time on their summer trips.
- This fall we will have a new group of students that will “try out” the program before becoming COP students for the next few years – we are hoping to accept 13 students this year.
- A. McGinnis forwarded Haley/COP students some resources through CMU.

Facilities Committee – G. Dorrien, Ex. Director

- Maintenance staff are busy with preschool set up and the new building renovations.
- We are currently in the process of approving bids for the construction needed at the new distribution facility.
- Working on applying for the ARPA grant money through the Federal government to help with the renovations to the new building – asking for \$1.3 million.
- Heating/cooling for a few offices and other areas have been updated, working on a few other areas that are past their life span.

Human Resources Committee – A. McGinnis, Committee Member

- Did not meet

Communications Committee – J. Traschen, Chair

- Family Focus is ready to be delivered to homes soon.
- Mark your calendar for the WMFC 50th Anniversary – we will be hosting a community celebration on Thursday, July 25, 2024.
 - Plans are already in the making, the committee chair will reach out for help in the near future.

Auxiliary Committee – G. Dorrien, Ex. Director

- Bingo is still on hold, the lead volunteer is having medical issues.

Executive Committee – B. Dollard, Chair

- Did not meet

By-Laws – M. Metcalf

- Did not meet

Nominating Sub-Committee – Greg Dorrien, Chair

- Talking to Katherine Tate, Director of the Legacy Center as a possibility for the WMFC board.
 - Please let Greg know if you have any suggestions for board member nominations.
 - Nominations will be made at the November meeting.

Executive Director’s Report - G. Dorrien

- Long time board member Bill Bowen's memorial will be held on Saturday, October 21, 2023. If you are able please attend the memorial – information to follow.
- See report in board packet.

Board member, advisor, and staff comments:

- WMFC staff and board – keep doing the great work – B. Dollard

Motion to Adjourn C. Allemang / M. Metcalf Meeting adjourned at 7:15pm by Dollard.

The next meeting is scheduled for **Tuesday, November 7, 2023** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,
Matt Metcalf / Missy Finney