

**MCDC Board of Directors
Meeting Agenda
Friday, 6 January 2023 via MS Teams and in-person**

BOD Present: Carrie Olden, Alexandra Dominguez, Cara Nall, Heath Martin, Jared Wilson, Natalie Aponte-Mendez

Others: Kelli Wright, Cecilia Finn

Meeting Called to Order: 0908 hrs

President's Report

- Indoor cleaning. Coming today at 1 to look at everything again. Coming to clean tomorrow, Carrie will be here for that. Vanguard will bill us and then we'll mail them a check. Cleaning ceilings, cleaning all carpets, etc.
- Multipurpose room mats. Will measure tomorrow and then will get them ordered.
- Board training. Wanting to do that during the day. Can we try for 330 to 530 so we can attend at the end of the business day, then grab the kids before we head home? Carrie going to work to schedule.
- MSFC meeting week of 23 January.

Vice President's Report

Secretary's Report

- 30 minutes pickup time in the operating policies. Changed to 45 min in the master operating policies.
- New language for MSFC LL to avoid future confusion. Made minor changes and incorporate in the master.
- Working on formal update for MSFC on financial update
- Document Updates

Registrar's Report

- **Enrollment Percentage.** 95%
- Anedot is working fine for new applicants.
- **Clarifying Waitlist Priorities**
 - Should be going through each priority category first.
 - SharePoint admin needs to update waitlist to align with current priorities. Jared will work that and close the loop when that is fixed.
 - SharePoint access for remaining Board. Kelli can add remaining BOD to site. Jared, can you please get Cara and Kara access?
- **Website**
 - Status update? Needs to get with Cindy Buskin (sp?) b/c they want options A, B, and C.
- **Operations**
 - External Cleaning. FWR approved, Cecilia showed them the exterior. Supposed to reach out to Cecilia about scheduling. Prefer not to do when it's that cold outside. Will get back with us on a date. Kids will have to stay inside for the day.
 - Identifying program for task list tracking/sharing. May just be a requirement within the back end of the new website.
- **Center Work Day**
 - On the tentative calendar, Jared will engage.

Members at Large

- **Fundraising Update**
 - 25 January Taco Mama Night. Everything on track going to give us 10% back. Natalie working on flyers we can share.
 - Feb/March Fundraisers? Working on Crumbl cookies for February.
- **Audits Update**
 - Need to confirm everything on word doc and need to have signatures, etc. Do have three final reports. Natalie can send out for one last look before we sign them.

Director's Report

- **Staffing**
 - Current open positions. Explorer A is our only open position.
 - Derrick and Betsy expected to return in February.
- **NAC Reaccreditation**
 - Haven't heard from them yet, will hear from them once we have a 2-week window. The boxes require the final policies too, which will also finish the Alabama Stars.
- **Grants**
 - Alabama Stars
 - Initial payment? No initial payment yet. Other payments get it when they renew their license. Kelli will follow up.
 - Subsequent submission. Waiting on box.
- **Other**
 - Kelli will ensure Carrie has account access.
 - Kelli will send Halsey food invoices to Carrie.
 - Status of 4x10 schedule proposal. Covering at the staff meeting next week what that would look like. Would still need to hire 2 more full-time employees for it to work. Other centers have said it reduced call outs. BOD will have to sign off on it b/c of hiring new staff.
 - Status of total compensation package? Kelli has final information she needs. Working to finalize.
 - Pre-A update.
 - Biting policy.

Treasurer's Report

- Working on categorizing new expenses now that we've moved to the new system. Need to sit down with Kelli and go over that data. We had asked BMSS to take on some new scope, and while we have streamlined some stuff, I don't think any of the BMSS changes have really gone into effect. Did we ever give them the go ahead for account receivable reconciliations? We haven't been paying them anymore \$ than we had before. Heath will follow up with BMSS.
- Health insurance review.
- BlueStar review.
- Bill.com – was that transition successful? Finalizing set up so will be done before the 23d.

Meeting Adjourned: 1045 hrs.