

**MCDC Board of Directors
Meeting Minutes
Friday, 3 February 2023 via MS Teams and in-person**

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

Others: Kelli Wright, Cecilia Finn

Meeting Called to Order: 0904 hrs

President's Report

- Tax Exempt Paperwork. Alabama Department of Revenue forms completed. If insufficient, Alabama state senate can support via resolution.
- Staff 401Ks. Roll over all employees, pay the \$5 service charge and annual \$40 maintenance charge for account set up for all employees. Retired and future departing staff will be required to take over all fees going forward. 401K currently offered to employees after one year employment, will move to 90 days. Approved 7-0, Carrie will continue moving forward.
- Incident and proposed staff removal. Approved 7-0 removal of Employee 1, documented verbal warning but not written write-up for Employee 2.

Treasurer's Report

- Met with BMSS earlier this week. Full audit is going to be \$20K, can do a smaller review that is a lot cheaper. Need to go back and edit/update bylaws. 3-5 years is probably a better window for an audit.

Registrar's Report

- 96% enrollment
- Trying to fill infant slots
- New Sharepoint moving to O365, working plans for website as well

Members-At-Large Report

Director's Report

- No update from NAC on visit.
- Need identifying information to get Alabama STARS funds, first heard for Board. Carrie will support.
- Will send late pickup/tuition fees to Cara
- Posting old minutes? Working
- Sharepoint access? Working
- Measuring PreC? Working

Executive Session

Meeting Adjourned: 1104 hrs