MCDC Board of Directors -- Meeting Agenda

## Wednesday, October 14th, 2020

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Present** | **Absent** |
| President | Robyn Crabtree | x |  |
| Vice President | Eileen Beardsley | x |  |
| Director | Kelli Wright | x |  |
| Assistant Director | Cecilia Finn |  | x |
| Secretary | Mary Christian (MC) Brewer | x |  |
| Treasurer | Heath Martin (& John Peugeot) | x |  |
| Registrar | Eleasa Wilson | x |  |
| Member at Large | Kate Estes | x |  |
| Member at Large | Alexandra Dominguez | x |  |

1. Director/Assistant Director
   1. Updates
      * 73% Enrollment
      * Two internal teachers applied for the opening in Creeper A
      * Some parents interested in drop-in care and a few have utilized
2. President:
   1. Thoughts on Pursuing App? (BrightWheel or HiMama)
      * HiMama is FedRamped via Amazon WebServices and do already have NASA centers as customers, but it doesn’t look like it has as many features as BrightWheel. It is more parent-teacher communications vs office items like tracking scheduling, enrollment, etc.
      * Online payment options, automatic payments and notifications, scan in for drop off and pick up that updates all parents on the account, logs for daily activity (potty, diapers, nap, etc), can opt in/out of photos of child. Both Brightwheel and HiMama have these capabilities
      * Brightwheel also has a back office function that includes staffing, scheduling, payroll, storm notifications, etc
      * Eileen pointed out that some of the applications charged fees for credit card transactions vs bank drafts. Robyn suggested passing those fees on to the parents. Eileen also emphasized that this would need to be the ONLY payment method for parents vs continuing to allow paper payments.
      * Robyn did clarify there is a flat rate per child for Brightwheel and it is not a utilization fee structure. They were also willing to negotiate pricing due to COVID
   2. Center Facelift on a Budget
      * Used to have a logo sign out front that was pulled down because it was breaking down
      * MC will take the lead on doing plants outside with help from E&E
      * Kelli is in contact with facilities to arrange a strip and wax. She shared that they don’t usually get it as clean as wanted, but they are looking for other options to clean beforehand. MC suggested that we create a sign up for parent volunteers to empty and set back up classrooms prior to and after floor cleaning
   3. Website Updates
      * To increase traffic, improve communication of services, draw in new enrollment
   4. Vicky emailed accountant from bank where PPP Loan was obtained for filling out loan forgiveness form. Waiting to hear back. – No update
   5. Upcoming Competition from Ardent Pre-School Opening Outside of Gate 9 this Winter: <https://ardentpreschool.com/locations/huntsville/redstone/>
      * Heath should have a competitive comparison that is used at budget time, MC suggested updating based on this opening and include updates on the website as well – extra-curricular activities, meals provided, etc
3. Vice President: N/A
4. Treasurer:
   1. Status
   2. Budget Discussion
      * Enrollment Assumptions
        1. Cost estimate that goes along with the yearly averages included
        2. Tuition Rate Table - $1/week increase in tuition and 1 person increase in enrollment calculates increased income per year (average)
        3. Tuition Rate Comparison table has not been updated from 2019
      * What Conclusion are we coming to through the budget?
        1. Do we want to provide an increase in salary (1-2%) to staff?
        2. Do we want to increase tuition by $1-3?
        3. What does our budget look like based on those answers – will be at a loss bc of COVID – so how much do we want to take out of our remaining savings to cover those decisions and prevent tuition increasing excessively?
      * How much is in Reserve? Covered in other budget report
      * Other sources of income – USDA food supplement, fundraising, drop in fees, etc are not included in the accounting
   3. Payroll
      * Wages have been slightly lower than budget due to lower enrollment in 2020 – less subs, floaters needed, etc
      * How did the PPP affect the budget? It covered payroll for the first six weeks that tuition was reduced and allowed MCDC to not furlough any teachers. Full tuition was not due until beginning of July. Loan amnt was close to $150K

Membership vote – Nov. 19-20 – historically it is the week of the Thanksgiving luncheon

Send out to membership – Nov 5-6

Board approval vote – Oct 28th

Discuss via email between now and October 28 so the final budget is voted on by the board Oct (or BY November 6)

The membership can ask questions between distribution and voting (may do FAQ), then votes week of November 16

John noted that typically the treasurer presents a few options to the board and they choose one of those options, and that option is the one presented to the membership for approval.

1. Members at Large - Potential Fundraising - Alex Dominguez

* Tristan introduced to Emily Jane McSherry who is a rep for Merchants Food – she will attend board meeting on Nov 11 to discuss fundraising opportunities
* Silent Auction – please send Alex your thoughts on doing this
* Bedsheets & Christmas Wrapping paper – send Alex your thoughts
* Sending out a reminder for enrollment code on SCRIP and email explaining what SCRIP is – gift cards can be purchased for gifts but also bought to use for holiday shopping

1. Secretary – MC Brewer – N/A
2. Registrar – Eleasa Wilson

* One wait-list accepted and began this week, one deferred, and one declined
* One infant (Vargas) beginning 10/26
* One infant offer going out this week

**Future Board Meeting Tentative Agendas**

FUTURE TOPICS

* PPP Loan Forgiveness Application (Loan period ends 9/27 – submit application after loan period but before December)
* Independent Financial Review by CPA
* Review By-Laws