MCDC Board of Directors -- Meeting Agenda

## Thursday, February 11th, 2021

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **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 | x |  |
| Registrar | Eleasa Wilson |  | x |
| Member at Large | Kate Estes | x |  |
| Member at Large | Alexandra Dominguez | x |  |

**Valentine’s Cookie Fundraiser** Alex & Kate

* Raised Approximately $289

**COVID-19 Policy** Board Discussion

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/need-to-know.html>

* Updated Version sent out 02/10/2021
* Any complaints/questions from parents?
  + Why change from exposure to family to anyone? – CDC Guidelines
* Vote on Temperature Stands/Wall Mounts Eleasa Sent Out – To Do

**Budget Saving Efforts**

* Halsey (Current Food Distributor) vs Merchants Emily Jane Doing Cost Comparison
* Alabama State COVID Refund Status ($20k) Eileen & Heath
* Donations Kelli, Cecilia, & MC
  + Need 2 iPads for BrightWheel
  + Need 2 Laptops for BrightWheel
* Fundraising Ideas for March Kate
  + Money Raised this Year (~$1,300) to be used for Center Needs
  + Easter Basket Theme Raffle/Silent Auction
  + Seed Sale

**Enrollment**

* Enrollment Percentage – 79% Kelli, Cecilia, Eleasa
* Upcoming Enrollments - None Eleasa
  + Majority of families are deferring at this time
* Retention
  + New childcare center outside Gate 9 open
    - Provides Sibling Discount
* Adding a Referral Bonus for enrollments
  + Kelli/Cecilia to Send Out

**Website Updates**

* Draft Tabs/Information/Things to Add or Delete Robyn Drafted
* Present to Board for Feedback Robyn
* Take Pics & Videos of Center Volunteer with Good Camera
* Request Parent Reviews & Family Pics for Publishing Kelli
* Update Website Accordingly Cecilia

**Board Elections**

* Late April/May

**End Of Year Survey** Kate, Alex, Kelli

**BrightWheel Daycare App/Software**

* Email Parents for IT Donations MC Drafted
* Monitor Potential Cost Savings Until Trial Robyn’s Husband (Report)
* Establish Ground Rules Alex Drafted – Before Trial
* Establish List of Success Criteria Eleasa Drafted – Before Trial
* Check-In with Rose on **Feb 16th @ 8:30am** Robyn (Others Welcome to Join)
* Procure iPad Covers, Wall Mounts MC Researching – Rose Resources?
* Secure iPad Mounts to Walls
* Lockdown iPads to Only BrightWheel Use Cory Crabtree (Cybersecurity Eng)
* Sign Up & Schedule Training/Install/Etc. Kelli as POC
* Notify Families & Staff About Trial Kelli to Send Email (Help Wording?)
* Select BrightWheel “Gurus” Teacher Volunteers?
* Select POC for Parent FAQs Robyn or Kelli (or other volunteer(s))
* Roll Out “Trial” Phase (April 2021?) BrightWheel & Kelli
* Review Feedback & Budget Impact from Trial
* Vote on Signing Contract for Software

**Center Facelift on a Budget**

Will Make a Good Impression on Prospective Members in Tours and Online Pics and Temporarily Boost Employee Morale with Change of Scenery

* Look into Work Order Process for Paint Kelli
* Check Status of Logo Sign Sent in for Repair Kelli
* Replace Plants in Planters (& Garden Areas?) MC, Eileen, Eleasa
* Help Move Furniture when Floors are Stripped & Waxed Kelli Put Work Order
* Indoor and/or Seasonal Décor Donations Welcome

**Any Other Closing Thoughts?**

1. **Director/Assistant Director - Kelli Wright & Cecilia Finn**
   1. **New Employee Starting Next Week Explorer B**
2. **President - Robyn Crabtree**
3. **Vice President - Eileen Beardsley**
4. **Treasurer - Heath Martin**
5. **Members at large - Kate Estes & Alex Dominguez**
6. **Secretary - Mary Christian (MC) Brewer**
7. **Registrar - Eleasa Wilson**

**Future Board Meeting Tentative Agendas**

* Independent Financial Review by CPA
* Review By-Laws