MCDC Board of Directors -- Meeting Agenda

## Thursday, February 4th, 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** – SOLD OUT! Alex & Kate

* 181 cookies sold! A case is 200.
* Scheduling for baking – Wed 2/10 & Thurs 2/11 (1-2:30 PM)

Wednesday (cookies and decorating kits) – Alex, Kate, Eileen

Thursday (cookies and kit assembly) – Emily Jane?, Kate (tentative, later assembly with Kelli & Cecilia)

* Alex and Kate have purchased boxes and bags for packaging

**COVID-19 Policy** Board Discussion

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

* Do we continue to take parent temps (continuing to take kid temps)?
  + Yes continue, perception that we’re being cautious and continue for now (common practice in community)
* Adding activities back in that were taken away at onset of COVID-19 - Yes
  + Letter bag show and tell – items from home
  + Sensory tables and activities (i.e. play dough) – continue washing hands and limit # of kids
  + Backpacks/diaper bags
* Disposable plates/cups/utensils – continue to allow teacher only serving (not family style dining), eating in classrooms, but go back to regular plates/cups/utensils
* Exposure to positive individual definition/clarification of policy on when to quarantine
  + Adding “when to quarantine” and “what qualifies as close contact” to policy per the CDC site: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

**Budget Saving Efforts**

* Halsey (Current Food Distributor) vs Merchants Emily Jane Doing Cost Comparison
* PPP Loan Status – APPROVED! $193,200 Eileen
  + How can we provide membership relief given the loan
    - Enrollment is not recovering and is below what is projected. On pace to lose $214K, with PPP loan around $75K loss instead.
  + Purpose of loan is to recoup losses of 25% or more from 2020
  + Increase enrollment above 82% for the yearly average in order to avoid more loss

**Enrollment**

* Enrollment Percentage – 78% Kelli, Cecilia, Eleasa
* Upcoming Enrollments - None Eleasa
  + Part-time enrollment offerings? Currently only available when there is no one who wants full-time
  + Decline twice in a membership year, have to pay $25 to be back on the wait list
    - Majority of families are deferring at this time
* Retention – New childcare center outside Gate 9 open, one family has left – they provide a sibling discount
* Adding a Referral Bonus for enrollments
  + Tuition Credit of $250 for each new enrollment (per child enrolled) for the referring member
* Alabama State COVID Refund Status ($20k) Eileen & Heath
* Donations - one iPad donated Kelli, Cecilia, & MC
  + Request in January Newsletter
  + Need 3 iPads for BrightWheel – now 2
  + Need 2 Laptops for BrightWheel

Next Week

Fundraising Ideas for March - Kate

**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

**BrightWheel Daycare App/Software**

* ~~Review Previous Board’s Communication with IT~~
* ~~Coordinate Options with IT~~
* ~~Inform the Board of Options~~
* ~~Schedule Demo(s)~~
* ~~Board Vote on “Trial Phase”~~
* Email Parents for IT Donations MC Drafted
* Monitor Potential Cost Savings Until Trial Kelli/Cecilia???
* Establish Ground Rules Alex Drafted
* Establish List of Success Criteria Eleasa Drafted
* 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 to Schedule
* Indoor and/or Seasonal Décor Donations Welcome

1. **Director/Assistant Director - Kelli Wright & Cecilia Finn**
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