MCDC Board of Directors -- Meeting Agenda

## Thursday, March 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 |  |

**COVID-19 Policy** Board Discussion

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

* Federal mask mandate affects MCDC - https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-protecting-the-federal-workforce-and-requiring-mask-wearing/
	+ Intend to continue mask wearing based on this directive. Will re-address if mandate is lifted for federal buildings
* Temperature Stand Installed & in Use – THANK YOU ELEASA!!
* Begin allowing parents to pick up children on the playground Monday – send email today
* Topics to discuss next meeting:
	+ Adjust playground schedules?
	+ Eat in cafeteria/family style again?
	+ Allow parents in classroom, attend activities, etc?

**Budget Hits/Impacts**

* BCBS Increase $52/month/participant (20) Heath
	+ We opted to lock in Guardian rates so they will not increase; budget line item for insurance allows for this BCBS increase this year

**Budget Saving Efforts**

* Halsey (Current Food Distributor) vs Merchants Emily Jane Doing Cost Comparison
	+ Small cost savings ~$600 plus sponsoring of intermittent fundraisers. Kelli will contact Halsey to make them aware we are considering a change.
* Donations Kelli, Cecilia, & MC
	+ Need 2 iPads for BrightWheel
	+ Need 2 Laptops for BrightWheel
		- No additional donations at this time
* Fundraising Kate & Alex
	+ Ideas for March
		- Easter Basket Theme Raffle/Silent Auction MCDC Paypal
			* Alex putting together email for membership
			* How many baskets??
		- Sidewalk Chalk Buckets
			* Kate completing, 12 total, $10/each
		- Watering Cans – with seeds, $20/each
		- MCDC Logo SWAG Campaign – certain number of days available
			* Send to teachers first, and do a second campaign for parents
			* Send out as an exclusive offer to membership, but not brand as a fundraiser
		- Catbird Seat partnership for % of purchase, MC will ask for gift cert too
			* Garden décor purchased and dropped off at center
		- Charleston Wrap reached out for fall fundraiser reservation – YES! Alex will confirm

**Enrollment**

* Enrollment Percentage – 84% in March Kelli, Cecilia, Eleasa
	+ New addition in Infant room next Monday (remain 84%)
* Upcoming Enrollments – 5 Eleasa
* Referral Bonus for Enrollments in Effect
* Retention Ideas? Board Discussion

**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 Eileen

* Need to send an email making membership aware this is upcoming. Then send email requesting bios with date of elections. Eileen would like to continue as member at large if she stays, would prefer to fill VP position with existing board member

**End Of Year Survey** MC, Kelli

* Add questions regarding fundraising, app/software implementation
* Goal to send by EOM

**Teacher Evaluations – 2 to complete in January Kelli**

* 2 January and 2 for March to be completed this month

**MCDC / MSFC Agreement (SAA) Renewal in July Robyn**

* Due to MAP, may be transferred from Center Ops to another Org

**BrightWheel Daycare App/Software – continue to hold off, potential second half of 2021**

* 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
* 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
* Logo Sign Sent in for Repair (Jack Chapman Volunteered!) Kelli
* Replace Plants in Planters (& Garden Areas?) MC, Eileen, Eleasa
* Other Garden Décor (Metal Objects, Signs, Etc.) MC
* Classroom Flower Requests Eileen & Cecilia

 **Any Other Closing Thoughts?**

1. **Director/Assistant Director - Kelli Wright & Cecilia Finn**
	1. **Virtual Food Audit Ongoing**
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