MCDC Board of Directors -- Meeting Agenda

## Wednesday, October 28th, 2020 (Board Review of Proposed 2021 Budgets)

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **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 - Kelli Wright & Cecilia Finn**
	1. Updates
		* Halsey (Current Food Distributor) vs Merchants Cost Comparison
		* 73% Enrollment
		* Cheryl accepted opening in Creeper A. Someone to replace in Preschool B
2. **President - Robyn Crabtree**
	1. Meeting Moved to Next Week due to Veteran’s Day – Primary Focus on Fundraising Opportunities (Special Guest: Emily Jane McSherry)
	2. Checking with IT on Pursuing App for Center (ProCare, BrightWheel, or HiMama)
	3. Center Facelift on a Budget
		* Mary Christian Taking Lead on Plants with Help from Eileen & Eleasa
		* Look into Work Order Process for Paint
		* Check Status of Logo Sign Sent in for Repair
		* Kelli Working with Facilities on Flooring Strip & Wax
			+ MC Suggested Asking Volunteers to Help Move Furniture
	4. Drafting Proposed Website Updates for Board Review/Input
	5. PPP Loan Update
		* Oct 19 - PPP Loan Amounts under $50k have been decisioned, but above that amount are still undecided. Accountant from bank hopes to have an update soon (Potential for amounts under $150k to be forgiven)
3. **Vice President - Eileen Beardsley**
4. **Treasurer - Heath Martin (& John Peugeot)**

October 28 Present Proposed Budget Options to the Board

October 28 - November 6 Make any Necessary Edits for Board to Agree on Budget

November 5-6 Send Proposed 2021 Budget to MCDC Members

November 6-16 MCDC Members Can Submit Questions/Suggestions

November 16-20 MCDC Members Vote on Budget

* 1. Discussed Four 2021 Budget Option (John Emailing Out Excel Sheet)
		+ Overview of Income & Expenses
			- Income - Tuition: 96%
			- Expenses - Employee Payroll: 86%
		+ Cash Reserves: $360k
			- Expecting Additional Loss of $50k-$75k this Year
		+ Partials
			- $1 Tuition Increase = $5,500 added income @ 82% Enrollment
			- 1% Payroll Raise = $12,000 Added Expense (Wages, Taxes, Etc.)
			- 1 Additional Child Enrollment = $11,000 income
		+ Operating Expenses – About 13%
			- Significant Increase in Cleaning Supplies
			- Have risen $30k since 2015 (Equivalent to $5 Increase in Tuition)
1. **Members at large - Kate Estes & Alex Dominguez**
	1. Drafted up Top Level Plan for 2021 Fundraising Possibilities
	2. Reached Out about Wrapping Paper
	3. Tristan introduced to Emily Jane McSherry who is a rep for Merchants Food – she will attend board meeting on Nov 4th to discuss fundraising opportunities
	4. Silent Auction – please send Alex your thoughts on doing this
2. **Secretary - Mary Christian (MC) Brewer**
	1. Gathering Plants for Center Planters out Front
3. **Registrar - Eleasa Wilson**
	1. Updates/Status?
		* Infant withdrew enrollment – Family Member Watching Child
		* Two infant spots filled
			+ November 2nd –
			+ November 2nd –

**Future Board Meeting Tentative Agendas**

* Independent Financial Review by CPA
* Review By-Laws