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