# **MCDC Board of Directors Meeting Notes**

Friday, 10 June 2022 via MS Teams

***Present:*** Carrie Olden, Alexandra Dominguez, Cara Nall, Jared Wilson, Natalia Aponte-Mendez, Kara Ayala, Kelli Wright, Cecilia Finn  
***Absent:*** Heath Martin

***Meeting Called to Order:*** 1104 hrs

**President’s Report**

* Status of EUL. Carrie has sent emails following up but hasn’t heard back.
* Meeting frequency, schedule. We’ll continue bi-weekly, every other Friday @ 10, hybrid meetings.
* Audit. MCDC BOD responses due 13 June, request for extension to 30 June approved

**Vice President’s Report**

**Secretary’s Report**

* Minutes posted on the MCDC website are outdate. Kelli reports the website currently only allows five to be shown regardless of how many are posted. Kelli will post updated minutes and check on posting additional minutes.
* Going forward, the BOD will formally adopt minutes of previous meetings.
* Schedule BOD meetings for the rest of the year, publicize dates with membership and distribute agendas in advance. This means we’ll likely need to move to open and closed portions of the meeting. Kelli includes dates in newsletter and then also posted on whiteboard.
  + Do we have a standing MS Teams line number, or does it fluctuate? Carrie is going to ask about a standing teams link.
* Documentation updates. Will provide schedule for updates NLT next BOD meeting.
  + Where are the current MCDC COVID policies, and official rule set for determining quarantine, etc? Kelli will send out to the BOD.
* MCDC BOD email use going forward. Please use BOD email for all comms going forward for recordkeeping, Cara will set up filters so emails are forwarded to everyone’s individual accounts. Password will be updated and sent out by COB.
  + Jared will use the email to send all parent comms, will work with Cara to set up filters so folks don’t get spammed.

**Treasurer’s Report**

* **Financial Update**
  + Frequency? First meeting of the month and then as needed?
* **BMSS Accounting Firm**
  + Response to request to expand services. Kelli working, she and Cecilia spoke with them yesterday is going to get Kelli some quotes on reconciling accounts payable and receivable. Will likely use Bill.com so MCDC can pay bills electronically and build in secondary approvals for expenditures. Talked about electronic timekeeping system for payroll, probably cheaper than what we’re doing for payroll only. BMSS will get read only access to bank statements so that we don’t need to send them to BMSS.

**Registrar’s Report**

* Enrollment Percentage: About 95% capacity, August usually drops. Could potentially be 100%, but because of Pre-A we’re never usually at 100% since the expansion of the local free Pre-K program.
* Upcoming Enrollments: Ongoing orientations. Around 39 on the infant wait list right now.
* MCDC currently charges $25/year for membership wait list. Ardent for example charges maybe $150. Jared will research the cost at other centers and come back with a recommendation for consideration next BOD meeting on increase to fees.

**Members at Large**

* Bundt Cake Fundraiser (Father’s Day)
  + Orders for 51 placed, picking them up on Thursday. Currently $150 profit from the fundraiser, on par with previous years.
* Fundraiser schedule?
  + Can we add nights at restaurants, etc? Kelli said was very well received previously. Cecilia used to be more involved before the BOD took these over. Can we think outside the box on fundraisers?
  + Carrie, Natalie, Kara, and Cecilia will work on a fundraiser schedule. Kara will coordinate meeting with everyone separately to set this up.

**Director’s Report**

* **Staffing**
  + Cecilia is working on a total compensation package, but this is secondary to accreditation tasks.
  + 1 (toddler teacher) currently vacant but also have 2 teachers currently out on surgery. Misty (infant teacher) is leaving at the end of July.
  + Will go back to normal operating hours @ 1 open position.
* **Brightwheel**
  + Kelli is still working on the official rules for teachers.
  + Kelli will email parents about the new functionality of communicating directly with administrators only.
* **NAC Reaccreditation** 
  + Kelli hasn’t started teacher evaluations. Our NAC report will say that our standard needs improvement in that area, and by the time they get here we will be able to say that we are making progress. Carrie asked for Kelli to have a few completed by the next BOD meeting.
  + Parent surveys – due 9 June, did we get enough? Kelli not sure, hasn’t counted yet.
* **Other**
  + Multipurpose room updates? BOD approved ordering remaining mateirals.
  + Date for Anniversary picnic? Selected 9 September due to Artemis launch windows. Carrie is going to reach out to a few restaurants to see if we can get a deal on box meals and turn it into a fundraiser.
  + Date for indoor workday? Not date yet, should we wait and see the accreditation window and do it right before them come. Will be separate from multipurpose room set up day.
  + Website redesign? Carrie will speak with IT and see what it is possible.
  + Status of adding Carrie to the accounts. Carrie owes Kelli some information she requested.

***Meeting Adjourned:*** 1133 hrs