

**MCDC Board of Directors**  
**Meeting Agenda – Open**  
**Friday 10 May 2024 In-Person and Via MS Teams**

**BOD Present:** Carrie Olden, Matt McSavaney, Jordan Whetstone, Doug Trent, Jared Wilson, Whitney Wilson

**MCDC Management:** Rhonda Chambliss, Melissa Boylen

**Others:** 24 Members

*Meeting Called to Order:* 1:02 pm

**President's Report**

- Teacher Appreciation Week
  - Sign-up and involvement from families
  - Memory books – folders available Monday
  - Format change for individual teachers rather than more general
  - BoD – donuts one day (not Monday)
  - Sign-up Genius for Monday's breakfast?
  - Valentine raffle proceeds can go toward a staff lunch
  - Infor sheets are currently posted outside the classrooms, not sure they can be on the website by this afternoon
- BOD handover
  - Bill.com – only one more bill to come through by May 31 (credit card) – needs to be updated at Matt as an approver, Doug is an approved as well
    - BC/BS bill will likely hit June 1
  - Banking accounts – Doug and Carrie only BoD members listed on them – need to remove Carrie and add Matt, requires a notarization
  - USDA – Carrie is primary signer, needs to be changed over to Matt
  - Week of the 20<sup>th</sup>, on-coming and out-going to meet for handover
- Update website with change of BoD
  - Jared meets with CIO Office monthly – set up virtual intro with CIO
- USSRC fundraising
  - Every Thursday there's a selected charity, MCDC has now been added to that list – get 20% of proceeds
  - CS – themselves and family for free, contractor – themselves only? – Matt to double-check
  - Need 501c3 paperwork, need to select a date

### **Vice President's Report**

- We're overdue on posting minutes, will effect that change as soon as possible
  - Jordan to send to Melissa (need to be PDF)
- General Membership Meeting
  - Lots of good feedback
  - Close communication loop between parents, front office staff, teachers, and BoD
    - Propose a committee for this Parents Communication Committee
- Propose Parent-Center-Ops Committee

### **Registrar's Report**

- Anedote access
- Sharepoint access
- Change registrar Google account to Brady
- Cheat sheet/ templates for offers, management of orientation questions, meeting with parents
  - Try to get back with parents within 48-hours
- Class sheet from Rhonda/Melissa – updated as children transition
- Offers go out at least 2 weeks prior to start date so orientation paperwork can be completed
- Keep website up to date for membership
- Membership drive in the fall
  - Enrolled and wait list members
- 35 infants on wait list, almost every other classroom has 10-15
  - Graduation is May 28, large classroom shift coming soon, letters of removal are trickling in as kids move to other programs

### **Members' at Large Report**

- T-shirt fundraiser
  - Working with Melissa (she designed a new logo)
  - Looking for a site that offers all sizes (infants through adults) – possibly go through Exchange?
  - Options for other merch are dependent on availability through selected company
  - Consider doing sponsorship – likely conflict of interest issue with aerospace industries – to look through our articles of incorporation and/or talk with Bill
- Whitney and Kayla to set a time to meet and discuss fundraisers, etc. for MAL position

## **MCDC Administrative Report**

- Parent-MCDC Leadership communications
- Lingering staff interview – waiting for on-coming members
- Graduation – May 28 at 5:45
  - Caps/tassels are in, programs are being finalized
  - Will need help setting up
  - In the activities building, will use the chairs that are there, set up where the stage is
  - Melissa does the AV
  - Small reception with families to follow
  - Gift for each child, keep caps/tassels
- Full-time staff member stepping back to sub position
  - Will need to hire a full-time teacher soon
  - Indeed job announcement/application
  - In the interim, hoping college-age staff step in during summer off
- Stretch N Grow
  - New offering – think it's \$16/class
    - Offer is for toddler on up
    - Likely on Thursday
- Annual Picnic
  - BBQ, chips, sides, bubbles chalk
  - Accepting donations toward the part of the picnic that MCDC paid for (fundraiser money was used)
  - Halsey supplied the food
- Mother's Day Store
  - Were not able to do it this year due to weather, etc.

*Meeting Adjourned:* 1:42 pm