

**MCDC Board of Directors
Meeting Minutes
Thursday 6 July 2023 In-Person**

BOD Present: Carrie Olden, Matt McSavaney, Doug Trent, Jared Wilson, Whitney Wilson, Blake Mizzell

MCDC Management: Michelle Featherston, Rhonda Chambliss

Meeting Called to Order: 1400 hrs

President's Report

Vice President's Report

- Will establish recurring interview schedule pending survey of Board availability.
- Board meetings will move to weekly for the next few months. We will work to communicate issues in person or video with email as the last option.
- Possibility of closing for training days. Rhonda will provide more information and we will consider it at the next meeting.
- Working MSTEams access for non-NASA Board members.

Secretary's Report

- Vote to approve 10 March, 31 March, 28 April, 17 May, 1 June, and 15 June Board minutes. 5 yes, 1 present.

Treasurer's Report

Registrar's Report

- **Enrollment**
 - Working to fill PreA and PreC slots. Researching possibility of early promotions for Explorers.

Members at Large

- Phil Sandovals Night on 1 August
- Trash Pandas Night on 9 September

Management Report

- Would like to purchase Teaching Strategies for Preschool for \$12,600. Waiting on renewal quote.
- Trying new cleaning company. Will evaluate after 4 weeks.

Meeting Adjourned: 1538 hrs

**MCDC Board of Directors
Meeting Minutes
Thursday 20 July 2023 In-Person and Via MS Teams**

BOD Present: Carrie Olden, Matt McSavaney, Cara Nall, Jared Wilson, Whitney Wilson, Blake Mizzell

MCDC Management: Michelle Featherston, Rhonda Chambliss

Meeting Called to Order: 1604 hrs

President's Report

Vice President's Report

- Board meetings will move to every Friday at 1130 hrs starting 28 July 2023. Michelle will add a notification to the newsletters.
- Standing interview blocks for staff interviews are Tuesday from 1330-1430 hrs, Thursday from 1330-1430 hrs, and Fridays 1100-1230 hrs. Tuesday and Thursdays are preferred.
- New ice machine for staff approved by email vote on 13 July 2023. 5 for, 1 absent. Matt will send specifics to Michelle for purchase.
- Vote to purchase a filtered water machine with hot/cold water and set up recurring delivery. MCDC will pay for the water. 6 for, 0 against.
- Matt will identify additional options for long-term Board communications that do not rely on email given unforeseen issues with MSTeams.

Secretary's Report

- Vote to approve 6 July 2023 minutes. 6 for, 0 against.
- Resolutions on training and holiday closures. Resolution 4. 6 for, 0 against. Resolution 5. 6 for, 0 against.
- Cara will combine the caregiver and parent survey and send to the Board for edits.
- Identification of long-term storage/document retention plan using NASA drives.
- Bylaw update possible, but on hold until after the audit is complete.

Treasurer's Report

- Reminder about audit RFIs.

Registrar's Report

- Enrollment Update

Members at Large

- Phil Sandoval night 1 August 2023
- Trash Panda game night 9 September 2023

MCDC Management

- Staffing update

Meeting Adjourned: 1724 hrs

**MCDC Board of Directors
Meeting Minutes
Friday 28 July 2023 In-Person and Via MS Teams**

BOD Present: Carrie Olden, Matt McSavaney, Doug Trent, Cara Nall, Jared Wilson, Blake Mizzell

MCDC Management: Michelle Featherston, Rhonda Chambliss

Meeting Called to Order: 1137 hours

MCDC Management

- Reviewing additional 401k options
- Staffing update: 3 vacancies toddler, creeper, and preschool A
- Curriculum update/request: investigate budget for preschool curriculum request

President's Report

- Upcoming Fall Festival. Friday 20 October 2023
- Should we add open house in September?
- Consider moving clean-up day from 9 September to first week of November

Vice President's Report

- MS Teams Update

Secretary's Report

- Vote to approve 20 July 2023 Minutes. 6 for, 0 against. Motion passes.
- Will draft and circulate family and staff emails, hope to send by Monday.
- Upcoming survey. Look at having a way to select (or document) multiple kids
 - Cara: it can be aligned with NAC
 - Jared: it can help org improvement
- Long-term Document Storage/Retention. Michelle and Rhonda will determine best file structure within NASA drives. Need to read IRS policies on document retention.

Treasurer's Report

- Audit. Doug will identify volunteers/experts for the audit committee
- Board will provide MFR inputs to Rhonda by 4 August 2023

Registrar's Report

- Enrollment Update
- Waiting List Concerns. Rhonda will call all waitlist families.
- Consider splitting current priority one into two separate priorities.

Members at Large

- Phil Sandoval night 1 August 2023
- Trash Panda game night 9 September 2023

Meeting Adjourned: 1345 hrs