

**MCDC Board of Directors  
Meeting Minutes  
Friday 4 August 2023 In-Person and Via MS Teams**

**BOD Present:** Carrie Olden, Matt McSavaney, Cara Nall, Jared Wilson, Whitney Wilson  
**MCDC Management:** Michelle Featherston, Rhonda Chambliss

***Meeting Called to Order: 1139 hrs.***

**President's Report**

- Next week's meeting is canceled.

**Vice President's Report**

- Finances
- Fundraising and Grants
- Comms and Coordination - Working MS Teams access for non-NASA members.

**Secretary's Report**

- Add document retention in MCDC operating policies
- 8 September – Operating & Employee Handbooks review
- \*\*90-day evaluations for Michelle and Rhonda
- \*\*Return to full hours
- Vote to approve 28 July 2023 Minutes. 4 for, 0 against.

**Treasurer's Report**

**Registrar's Report**

- Enrollment Update
- Waitlist numbers presentation

**Members at Large**

**MCDC Management**

- Waitlist calls to touch base with all the families on the waitlist.
- 21-31 August NAC visit. 48-hours' notice before they come. Cancel 25 August Board meeting.
- Ice maker purchased and en route.

***Meeting Adjourned: 1237 hrs***

**MCDC Board of Directors**  
**Meeting Minutes**  
**Friday 25 August 2023 In-Person and Via MS Teams**

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

**MCDC Management:** Michelle Featherston, Rhonda Chambliss

***Meeting Called to Order: 11:35 am***

**President's Report**

- Operating Hours
  - General consensus to make 7-5:30 permanent
  - Discussed possibility to officially vote and send out a resolution/update to the operating policy
  - No one is allowed in the building prior to 7 am
- Curriculum Purchase Vote: Motion by Carrie, Second by Matt, all in favor, motion passes

**Vice President's Report**

- Teams link to be sent out in every newsletter. Agenda will be made available upon request one day prior to meeting.
- Going forward, parent emails will be responded to within 24 hours.

**Secretary's Report**

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**Treasurer's Report**

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**Registrar's Report**

- Presentation of new waitlist table to show the distribution of waitlist families

**Members at Large**

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**MCDC Management**

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***Meeting Adjourned: 12:52 pm***