

## Minutes for the UCUC Child Care Board Meeting

October 6, 2009

**Staff Members Present:** Michele Sorenson, Mary Jo Pierce, Timothy Beal, Sue Lewis, Stephanie Doll, Shuly Millstein

**Board Members Present:** Mary-Britt Love, Mary Mikkelson, Robert McAbee, Nancy Wiesner, Patricia Clark, Liz Wells, Emily Bingham

**Guests:** Kathy Kripps, Mary Elizabeth Maltman

**Devotion:** Liz Wells read from “Little Things”, by Dale Turner

**UDECC: What’s Happening:** Moderator Kathy Kripps gave the Board a handout on Frequently Asked Questions concerning UDECC, and one on Playground issue at UDECC. Kathy said that our UDECC Task Force is trying to come to as many church boards and groups as possible to explain what is happening with the proposal to do a feasibility study for use of the property of Lot C and Gold House by UDECC. UCUC has hired Peter Drury to consult and help us through process for deciding whether to allow the feasibility study. At this time, the idea is to decide whether to move forward with the feasibility study, and then after that each party to UDECC would decide separately whether to continue to participate in the project. Study would provide more financial information on the project. Discussion followed concerning the questions/answers on the passed out sheets. October 11 and October 18 there will be forums on this topic. Congregational vote on recommendation to the Church Council will be on October 25. Church members are also encouraged to fill out questionnaires which have been mailed to members.

**Minutes from September:** Minutes from September approved (m-Wiesner, s Bingham)

**Church Council Report:** Question as to whether we are sending minutes to Church Council—as required. It was decided that Recording Secretary will send minutes to Board within a few days of the meeting, then make corrections suggested by Board members, and then corrected minutes can be sent electronically to David Anderson.

**Financial Report:** Shuly passed out updated financial reports. Highlights

\*Assets/Liabilities-cash position for both programs meeting reserves

\*Balance sheets for both programs now combined. This combination is better for taxes and will be simpler to prepare.

\*CLCC had spots open in two rooms due to late cancellations. Still looking to fill some days.

\*Trettin\$3700 below budget in revenues in September. YTD income is \$7600 under budget.

\*Tax Returns: Cathy reported on form 990 tax returns for 07 and 06, which are now done. She summarized and pointed out important parts. 2007 showed programs running close to break-even. Cathy had made necessary adjustments which she saw were needed for accuracy. Additional staff member at

Cathy's firm reviewed the returns. This is a "wake up call" that Board should not assume that requirements like tax returns are done.

**Many Thanks to Cathy** for all the extra time and effort!

**Legal documents for Corporate Resolution and Signing Authority:**

The Finance Committee presented their recommendations for the above documents after reviewing the suggestions of Joyce Thomas, former Board member and attorney, and Emily Bingham. These documents will state which positions will be authorized to enter into contracts, set financial policies, and conduct the day to day activities of the brokerage and bank accounts. After some discussion, the authorizations were approved as follows:

\*Chairperson, Vice Chairperson, and Treasurer will be authorized to enter into contracts. However, any contract that is beyond the scope of agreed standard operating procedures should be approved by the Board.

\*Investment policy is to be determined by the Board

\*Positions authorized to sign for the day to day activities of the brokerage accounts will be the Treasurer, the Director of the Childcare Center, the Teaching Coordinator of Trettin Drop in Preschool, and the Church Administrator .

\*Positions Authorized to conduct the day to day activities of bank accounts will be the Treasurer, the Director of the Childcare Center, the Teaching Coordinator of Trettin Drop in Preschool, the Financial Administrator, and the Church Administrator .

(m, Mikkelson, s, McAbee)

Emily will follow up with Joyce to develop the documents.

**UCUCC Childcare Programs Employee Handbook Change:** Proposal brought by Stephanie to change policy of Childcare Programs, as currently written in Employee Manual, in section 11.2.c. See handout. Proposal was to allow 30 minute unpaid lunch break for employees working 5 hours or more, which is a change from the current policy of 6 hours or more working to get the lunch break. Discussion followed concerning language in WAC 296-126-092, and current practice of not giving lunch break to employees working 5 hours. Motion passed (m Bingham, s Roe) to change our current handbook language and practice to reflect WAC 296-126-092, changing "6 hour employees" to "employees working more than 5 consecutive hours, but less than 8 hours,". Also, people may forgo the lunch break by signing a statement saying they understand they are entitled to the lunch period, but wish to give up that lunch period.

**Staff Reports:**

**Trettin** Stephanie's inclusion of attendance graphs in her report was very helpful. Mary Jo reported that in response to latest financial reports, she had cut hours of employees, and had laid off teacher Sophia. She also recommended that we consider ways to increase attendance, or make other changes to improve the financial picture, such as licensing Trettin, which would allow children to stay longer than 4 hours and also figuring out how to get more than 20 children. Various possibilities were discussed including having Trettin be part of CLCC license. Michelle will email Mary Ann to see if she has information on what would be needed for that. Kids Klub financial returns

were reviewed. A decision will be made in November whether we want to continue to do this again. Things to think about in the coming month before that decision:

- Five year olds better in Kids Klub rather than Trettin (Kindergarten prep)
- Older kids in separate program works best—siblings were in Trettin
- Pay Kids Klub teachers on a separate scale than regular teachers. Pay on specific short term contract, or as “seasonal worker”, like summer camp staff.

Possibly lower registration fee?

**CLCC Accreditation** by NAEYC vs. NAC was discussed. Lead teachers and Michele had also discussed this during meeting time today. Large concern of teachers was the amount of time taken for teacher portfolio work needed for NAEYC accreditation process. Michele said she is leaning toward NAC. Also some Board members felt that accreditation itself was more important to most prospective parents, than which group of the two did the accrediting. Motion passed to have CLCC pursue NAC accreditation rather than NAEYC. (m Wiesner s McAbee)

**Retreat Report:** Staff members were given drafts of Mission Statements which had been worked on at the Board retreat October 3. Staff was asked to discuss this and give their reactions and input at the next Board meeting.

Adjourned to Executive Session 7:40 PM

Respectfully submitted,  
Liz Wells, substitute scribe