

Minutes for the UCUC Child Care Board Meeting

November 3rd, 2009

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

Board Members Present: Nancy Wiesner, Robert MacAbee, Mary-Britt Love, Sally Pritchard, Emily Bingham, Mary Mikkelson, Heidi Nance.

Meeting called to order at 5:33pm.

Devotion: Mary Mikkelson read a traditional Jewish blessing given on day 8 of life (based on Talmud).

Approval of minutes: Heidi facilitated approval of minutes in Liz's absence (Liz took minutes previous meeting). Agreed with Heidi will email out minutes shortly after board meeting – board will email corrections and Heidi will email official version to group (including David Anderson). Motion passes (Nancy M, Sally S.)

Finances reports – topic that ate half the meeting!

Where we stand for month of October: When you look at the combined balance sheet for both Trettin and CLCC, we are meeting reserves. If you look at each program individually, Trettin is not meeting reserves, mostly because tuition was below was budgeted. Net loss for October was \$3800. Year to date Trettin net income loss of \$18,000. CLCC – October 2009, almost right on target and that was including another \$2000 for professional services. Profit loss for YTD was loss \$10,859. That is mostly because summer was down. Goes back to full time kids vs. part time kids. Employee benefits are running less than budgeted – part of it is not paying Christina, also not as many people on medical as what we first thought. Still working on format for how these reports come to the board. But since it's November 3rd we've only just had time – Emily likes seeing actual and budgeted. Also that we are not paying ahead on insurance.

Michele is looking at setting up schedules – more teamwork, people paying attention to others needing breaks, etc. Beirut just not recovering very well from neck surgery.

Budgets: It's clear that immense thought went into creation of this year's budgets for both Trettin and CLCC. Budgets were created based on three criteria 1) what we actually spent last year, 2) anticipated expenses (different from last year), and 3) plans to watch certain categories very carefully. Attendance income central – CLCC has issues of more full time attendees (bring in a little less money), and Trettin has issue of very low attendance.

Lots to consider as Michele pulled together projections for CLCC – staff changes, more scholarships, discounts budgeted higher (\$70/month discount), fund raising and donations, fund raising is asking for money, donations is gifts, UCUC donation same as last year, interest income, salaries for teachers this includes 3% raises this year, able to get by with 1 less teacher (amazing!) but it took Michele 24 hours to create a schedule that accommodates this (half hour of housekeeping) used to be a float person who did

this, part time teachers we're down a part time spot, keeping same budget for substitutes (Michele had to be in the classroom for 45 minutes today), also lead teachers will not be pulled out of the classroom as much now that now doing NAEYC requirements, go without an assistant director (teamwork, been without since June, ok for licensing), taxes were based on figures Shuly had from payroll, health insurance switching coverage switching to new group health policy and different dental, getting hit hard in pension, 5 new teachers eligible throughout the year for pensions, curriculum supplies just being careful not NOT getting things, safety and organization not as big this year did so much last year, diapers increased on usage, industrial insurance much higher as there is an "extra" payment (not counted last year), household being careful started doing every two weeks a Costco order (and they deliver), emergency supplies restocked shed this year, so just restocking for 60 also 87% of children have connections to the UW and would be picked up within an hour, we only have 42 children. Office supplies going to be careful, phones is based on reality (last year's budget was based on introductory offer), had to increase her texting to unlimited, advertising for administrative services (don't need), licensing expenses going to be low, dues and memberships just be careful, custodial services is based on conversation with David, payroll services based on actuals, teacher development with program with Seattle cc covers star hours, ok working at lower number, team building going to work on (family committee to take on more of that support).

Mary Jo – Trettin budget! Tuition is lower (based on actual from last year), scholarship a little lower, upped child staff scholarship have two staff children coming regularly, lowered registration fees to match lower, lowered donation, way lowered interest income, moving along to expenses, cut full-time and part time teachers back, everybody has cut back to a fine point, if we did increase number we may need to go to up on expenses, July is cut back extremely low, administrative staff includes Stephanie and shuly, Mary Jo is not included in administrative as her time is covered anyway, some people had 2% and some people in the 3% increase, office supplies based on reality, health insurance only one person that receives payment for health insurance, pension all full time employees are on pension, trying to keep it as low as we can, household same, emergency supplies may need to replace water stash, phone compared to reality, marketing keep up, added payroll expense, teacher development using north seattle cc (that money coming out of October offering).

Mary Mikkelson moves to accept 2010 budgets for CLCC and Trettin, Emily S. Motion passes.

Finances policies!

- Records retention policy – recommendation is that we turn it over to Shuly, Michele, Mary Jo, Stephanie, bring edited version to next meeting.
- Whistleblower policy – do we need a code? Defer discussion to personnel committee. Emily to ask Joyce. Sid Strong? Bring to next meeting.

Future of Kid's Club – should we continue?

Much discussion. Kids Club running for three years now – all three at a loss but each year was better than the previous. Came in with only \$200 loss this year.

Upshot – keep it open this year with a contract employee with a cap in pay, Sally M, Heidi S. Motion passes. We all agree that Kids' Club is a service. Not just about profit. If we pass this and we find out in January with the finances that it just won't work, then we can change our mind again.

Church council report

Most important thing – UDEC vote. Approved to go forward with feasibility study by narrow margin. Pretty strong conditions. Church clergy didn't share thoughts till afterward – had some serious concerns about focus on the building and not on community ecumenism. It will be at least a year, etc.

Staff reports

- Clarification on the kinds of plastic bags needed for dirty diapers.
- CLCC pays 100% of premiums for healthcare for employees. Can do this because of support of church.

Meeting adjourned at 7:25pm.

Respectfully Submitted,

Heidi Nance, scribe