

**White Plains Children's Center
Board of Directors' Meeting
October 19, 2015 @ 6:45 PM**

AGENDA

Call to Order - Welcome	Chair/Vice Chair
Appointment of Secretary to take minutes	Chair
Invocation	Mike Williams
Approval of Minutes	Board Members

Committee Reports

Nominating Committee

1. Introduction of Elizabeth Wilson
2. Lars Helmle

Mike Williams

Finance Committee

1. Report as of September 30, 2015
2. Group Health Plan Update
3. Current result of the Fall Fundraising Campaign

Skip King/Kellie Haight

Policy and Personnel Committee

Jeanne Marlowe

Director's Report

Wendy Partin

Marketing & Fundraising Report

1. Future Plans- i.e. Christmas Photos
2. Status of or potential for grant applications.

Committee Members

PTA Report

Parent Representative

Old Business:

New Business:

White Plains Children's Center

Board of Director's Meeting Minutes

October 19, 2015

6:45 PM



In Attendance: Mike Williams, Skip King, Leah Campbell, Bill Harris, Wendy Partin, Kellie Haight

Guest: Liz Wilson, potential Board Member

Absent: Dr. Lee Heathcoat, Jeanne Marlowe, Sameer Pawa, Jenna Marie Nelson, Gary Barnes, Merrie Jensen, Amanda Witting, Madison Lewis

Proxies: Jenna-Marie Nelson, Sameer Pawa, Gary Barnes, Jeanne Marlowe, Amanda Witting

Secretary: Kellie Haight (for Madison Lewis)

Called to Order- Mike Williams @ 6:50 PM

We have a quorum.

Invocation: Mike Williams

Approval of the Minutes from September 2015: Motion to approve. Motion approved. All were in favor.

Introductions

Mike introduced Liz Wilson, a prospective Board Member. Liz heard about the Center through Activate Good and inquired about volunteer opportunities. Liz has served on several non-profit boards/committees and has experience with grant writing. Mike asked for a motion to approve Liz as a Board Member. Motion approved. All were in favor.

Mike noted that he and Wendy met with another potential Board Member, Lars Helmle. Lars also heard about our program through Activate Good. He is a recent graduate from NC State in finance and works with Northwestern Mutual. He will turn 25 in December.

Lars had a previous commitment out of town and was unable to attend tonight's meeting, but is looking forward to attending the November Board Meeting.

Finance Committee Report- Skip King & Kellie Haight

- See attached report as of September 30, 2015
- Income up approximately \$11k than projected. Mostly from the Wake County check, which was originally projected to be applied in October.
- Expenses are under budget by approximately \$3,800.

Update on GoFundMe fundraiser:

- Center has received approximately \$6,857 to date:
On-line contributions (gross) \$5,405
GoFundMe Fees \$ -513
Cash donations \$1,965

Other Finance Business:

The Finance Committee met with Mr. C.W. Burke with Pelnik Insurance. The Center's current healthcare broker deals only with BCBS plans. Pelnik can offer multiple insurance carriers and provide more services.

- Finance Committee asked C.W. to research health insurance options, including dental and vision.
- Finance Committee reviewed several plan options, including United Health, Aetna and the existing plan with BCBS. Committee is leaning towards United Healthcare and Humana for Dental and Vision, but agreed to further analyze the options C.W. presented. The Committee will report back to the Board with their recommendation.
- A motion as made to appoint C.W. Burke and Pelnik as the Center's Agent of Record. Motion was approved. All were in favor.

Director's Report- Wendy Partin-See attached "Director's Report"

Overseeing Annual Operating Budget

- Waiting on notification from Walmart on the 8 grants that were submitted. Should hear by early November
- -Open slots:
Pandas – (2) full-time; A family recently toured and is interested in F/T slot starting in December (SN.) Three additional children are slotted to start April/May on their 1st Birthdays.
Turtle/s – (2) full time – (1 SN – waiting on WCPSS to place)
Bears – (2) T/TH slots
Chipmunks – (0) slots available

Community Relationships and Partnerships

- Fire inspection – 9/22/15 - No areas of concern noted.
- Licensing – 10/1/15 – No violations cited in the classrooms. Minor missing paperwork violations – have been addressed with a corrective action letter.

Students/Families

Committee reports:

Playground

- Sod donation for toddler playground in November; Family workday, 11/7/15

Community and Cultural Outreach

- Cary Christmas parade 12/12; Center is participating and needs truck and or trailer for the “float”. Kellie will inquire if additional insurance is needed.
- The Center’s holiday program is 12/17 at 6:00 pm There will be a sign-up sheet to assist with set up/clean up.
- Santa photos – A parent has agreed to play Santa; he will take care of the suit rental. The Center will need lighting equipment or may look at doing the photos outdoors.

School Improvement

- Reviewing policies to make sure they are reflective of NAEYC standards
- Large turnout for the Center’s first Together Time this year. Held at Walnut Street Park.

Employees

- Insurance options for upcoming year. Strong possibility of offering Dental/vision.
- Thank you to Merri Jensen for donating art supplies
- PTA is holding a Yankee Candle fundraiser Oct 5-23. Yankee Candle’s give back 40% of the proceeds.

Motion to adjourn: Motion to approve. Motion approved. All were in favor.

Meeting Adjourned 8:10 PM

Respectfully Submitted,
Kellie Haight (for Madison Lewis)
Finance Administrator, White Plains Children's Center

October 19, 2015 – Finance Committee Report

- Finance Committee Meeting – Date: October 15, 2015
- Attendees: Wendy Partin, Kellie Haight, Mike Williams, Skip King
Guest: C.W. Burke – Pelnik Insurance

<u>Cash Position:</u>	<u>9/30/15</u>	
	<u>Checking</u>	<u>\$30,895</u>
	Reserves	\$21,435
	<u>Scholarship</u>	<u>\$ 57</u>
	Cash Reserves	\$21,492
	UMF	\$38,025
	<u>Endowment (Canady)</u>	<u>\$18,900</u>
	Total Reserves	\$78,417

Financial Review:

	<u>September 2015</u>		
	<u>Projected</u>	<u>Actual</u>	<u>Budget</u>
Income	\$48,336	\$59,393	\$63,028
Expenses	\$55,827	\$57,174	\$60,976
Profit/Loss (less trans)	\$ -7,191	\$ 2,519	\$ 2,052

	<u>October 2015</u>		
	<u>Projected</u>	<u>Actual</u>	<u>Budget</u>
Income	\$ 55,528		\$61,579
Expenses	\$ 57,174		\$ 61,551
Profit/Loss (less trans)	\$ -1,516		\$ 28

	<u>November 2015</u>		
	<u>Projected</u>	<u>Actual</u>	<u>Budget</u>
Income	\$62,846		\$ 56,904
Expenses	\$57,330		\$ 58,876
Profit/Loss (less trans)	\$ 5,516		\$ -1,972

	<u>December 2015</u>		
	<u>Projected</u>	<u>Actual</u>	<u>Budget</u>
Income	\$ 52,382		\$56,477
Expenses	\$ 60,663		\$62,726
Profit/Loss (less trans)	\$ -7,881		\$ -6,249

Items of noted discussion:

- The Committee met with C.W. Burke, who is with Pelnik Insurance. Since our current healthcare broker only deals with BCBS plans, the committee felt it was important to explore insurance options with other carriers. After receiving a census on our staff, C.W. provided insurance options with additional carriers, including United Health and Aetna. The Committee agreed to further review the options C.W. presented; however, in the meantime, the Committee approved to appoint C.W. and Pelnik as the Center's Agent of Record.

- GoFundMe update:

Donations are still trickling in! To date the Center has received approximately \$6,857!

On-Line Contributions (gross)	\$5,405
GoFundMe and First Giving Fees	\$ -513
Cash Donations	<u>\$1,965</u>
Net	\$6,857

**White Plains Children's Center
Director's Report
October 19, 2015**

Overseeing Annual Operating Budget

- Still waiting on notification from Walmart grants - they will be determined by October 31st.
- Open Slots -
 - Pandas - ages 1-2 - (2) full time - 1 interested in slot starting in Dec. (SN) (3) slotted to start April/May on their 1st birthdays.
 - Turtles - ages 2-3 - (2) full time - (1 SN-waiting on WCPSS to place)
 - Bears - ages 3-4 - (2) T/TH slots
 - Chips - ages 4-5 - (0) slots available
- Nicole and I are examining options for the most beneficial class types for next year based on demands and possible gains.

Community Relationships & Partnerships

- Fire Inspection - 9/22/15 - No areas of concern noted. Hood system in kitchen is dirty.
- Licensing Visit - 10/1/15 - No violations cited in the classrooms. There were some missing paperwork violations that have been addressed with a corrective action letter.
- Switching our insurance carrier from *The Clement Companies* to *Pelnik Insurance*.

Students/Families

- Committee Reports
 - Playground - Sod donation for Toddler playground in November. Family workday, Saturday, 11/7/15.
 - Community and Cultural Outreach -
 - Cary Christmas parade 12/12- needing a trailer/truck
 - Holiday Program 12/17 @ 6:00 pm - there will be a sign up sheet to assist with set up and clean up.
 - Santa Photos - we have a parent agreeing to portray Santa and take care of the suit rental. Needing lighting equipment or possibly will be doing outdoor scenes.
 - School Improvement - Reviewing policies to make sure they are reflective of NAEYC standards.
 - We had a large turnout for our first Together Time this year! It was held at Walnut Street Park.

Employees – Maintaining happy, highly qualified staff

- Reviewing options for insurance for the upcoming year. Strong possibility of offering dental and vision to staff.
- Thank you to Merri Jensen for donating art supplies
- PTA holding a Yankee Candle fundraiser October 5-23.
 - Sameer - Candy Apple sale update?