

**White Plains Children's Center  
Board of Directors' Meeting  
November 16, 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 Lars Helme
2. Duffy Davenport

**Mike Williams**

**Finance Committee**

1. Report as of October 31, 2015

**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:**

Question for consideration: Could we be more effective as a board if we less frequent board meetings but with regular monthly committee meetings and monthly written committee reports sent by email to keep all informed of the progress of the committees?

White Plains Children's Center  
Board of Director's Meeting  
November 16, 2015  
Call to Order @ 6:50 PM

**Call to Order-** Mike Williams

**Appointment of Secretary:** Madison Lewis will take minutes.

**In attendance:** Jeanne Marlow, Kellie Haight, Mike Williams, Madison Lewis, Wendy Partin, Sameer Pawa, Skip King, Amanda Witting, Lars Helmle, Jenna-Maria Nelson, Gary Barnes, Leah Campbell, Merrie Jensen

**Absences:** Dr. Lee Heathcoat, Bill Harris

We have a quorum.

**Approval of Minutes** from September's meeting. Motion to approve. All were in favor and minutes were approved.

**Committee Reports**

**Nominating Committee-** Mike Williams

--Introduction of new member: Lars Helmle

--Introduction of all Board Members

--Motion to accept Lars Helmle to Board of Director's of White Plains Children's Center. Motion approved. Mr. Helmle is approved to the Board of Director's.

--New member interest: Duffy Davenport. Wendy Partin will contact Mr. Davenport to set up a tour.

**Finance Committee-** Skip King and Kellie Haight

-Report as of 10/31/15; see attached report.

-Checking- \$33,000

-Expenses were well controlled by administrative team.

-Supply and payroll savings in October 2015

-Wendy noted the variance in January expenses: holiday pay will cause the large variance in projected and budgeted.

-Healthcare insurance for staff will transition from BCBS to UnitedHealth on December 1<sup>st</sup>. Staff will also receive dental and vision plans through Humana.

-Open slots as of 11/10:

-Chipmunks: no openings

-Bears: two T/TH (typical)

-Turtles: No openings

-Pandas: 1 FT slot (will likely be filled by the end of the month)

-New student enrollees are mostly hearing about our center through website, word of mouth, and recommendations through therapists and doctors.

-The center is moving away from the part-day/part-time options. Parents will be notified in January that we will no longer offer part-time slots.

-Skip King thanked Mike Williams for his “legwork” and research into insurance. He also thanked Policy and Personnel for their interest in supporting our staff by pushing to offer more healthcare coverage.

**Policy and Personnel-** Jeanne Marlowe

-Excited about the increase in benefits for staff members.  
-Jeanne Marlowe has a friend who is interested in helping us with grant writing.

**Director’s Report-** Wendy Partin

-See attached report.  
-Wal-Mart grants: We received notifications of 3 out of 10 grant applications. One was rejected, the second was \$500, and the third was \$1000.  
-Kellie and Wendy to look into the SECC and the CEC campaigns for us to enroll next year as an independence agency.  
-Sanitation inspection was in October and we received a superior rating  
-Wendy presented at the UM Men’s group last Saturday. The Men’s group will be donating \$500 to WPCC.  
-Amanda Witting reports that if we have an event like a Family Workday we need to notify Amanda so that she can notify Trustees for approval.  
--Any changes that need to be made to the physical environment of the center should be approved by the WPUMC Board of Trustees. Events should also be pre-approved in this manner.  
-Holiday Program is December 17<sup>th</sup> @ 6:30 PM. All are invited.  
-Santa Photos- waiting on dates for photographer. Once we have a date, we will ask Carol Carawon for dates and space.  
--Lars asked if we have a budget for the photos. The Board reported there is no set budget. Lars may have a contact who could do photographs if we need a photographer. Madison will let him know if we have not found one by tomorrow.  
--Madison to contact photographer tomorrow morning.  
-Policy and Personnel will be asked to approve the Family Handbook updates made by Nicole Butters and Wendy Partin  
-Staff is very excited for the new health care benefits.  
-Wendy and Nicole completed the Emergency Preparedness Training and will be working to complete our Emergency Plan. WPCC will be receiving an emergency kit worth \$295.  
-Wendy will be looking into PNC and Glaxo for potential grants.  
-Madison to look into Indy Giving Guide and find out the date to register.

## **Marketing and Fundraising- Mike Williams**

- Leah Campbell suggested a fundraiser called Wines for Humanity. Leah will look into this and report back at our January board meeting.
- Wendy addressed grants in Director's report.
- Christmas photos were also addressed in the Director's report.

## **PTA Representative: None.**

- Wendy reports the PTA will be hosting a holiday luncheon for staff on December 22<sup>nd</sup> during our staff workday.

## **Old Business: None.**

## **New Business:**

- Will we be more effective as a board if we have less frequent board meetings but with regular monthly committee meetings? Monthly written committee reports, sent by email, can keep all members informed of the progress of the committees.
  - Mike asked members to think on this. He also read an email Leah Campbell sent in response to this question.
  - Jenna feels she would be able to give more time and energy to the Marketing and Funding committee if there were less frequent Board of Director's Meeting.
  - Bi-monthly Board Meetings were brought to the table, with the intention of starting this in January 2015.
  - This will be discussed again at the Board Meeting to be voted.

-Next Board meeting will be on January 19<sup>th</sup> at 6:45 PM.

Motion to adjourn. All were in favor. Meeting adjourned at 8:10 PM.

**White Plains Children's Center  
Director's Report  
November 16, 2015**

**Overseeing Annual Operating Budget**

- Received notifications from 3 of the 10 Walmart grant applications. The first was a rejection, the second was for \$500 and the third was for \$1000. Looking forward to hearing from the other seven!
- Kellie will be looking into the SECC and the CEC campaigns for us to enroll next year as an independent agency.
- Open Slots -
  - Pandas - ages 1-2 - (1) full time available
  - Turtles - ages 2-3 - (0) slots available
  - Bears - ages 3-4 - (2) T/TH slots
  - Chips - ages 4-5 - (0) slots available

**Community Relationships & Partnerships**

- Sanitation Inspection - Superior rating
- Staff met with CW Burke with *Pelnik Insurance* to complete new enrollment forms for the 2015-2016 year.
- Presented to United Methodist Men's group about WPCCC and ways they can support us. They are giving a donation of \$500 as a group and there were two personal donations, one in the amount of \$250 and the other TBD.

**Students/Families**

- Committee Reports
  - Playground - Family workday will be rescheduled
  - Community and Cultural Outreach -
    - Cary Christmas parade - We will not be participating but will plan for next year.
    - Holiday Program 12/17 @ 6:00 pm. Please join us!
    - Santa Photos - in process
    - School Improvement - Nicole and I have rewritten the Family Handbook for Policy and Personnel approval.

**Employees – Maintaining happy, highly qualified staff**

- Staff are thrilled to receive dental and have the option for vision insurance.
- Nicole and I have completed the Emergency Preparedness Training and will be working to complete our plan. We will be receiving a "kit" worth \$295 for going through the training and because we are a Developmental Day Program. We must have our plan published by March 16, 2016.
- This month's staff meeting will be this Wednesday. We will be having a Thanksgiving feast! I will be reviewing our new orientation plan with all staff, new and old! It will be a good refresher for all of our old timers!

**White Plains Children's Center**  
**November 16, 2015 – Finance Committee Report**

- Finance Committee Meeting – Date: November 12, 2015
- Attendees: Skip King, Mike Williams, Wendy Partin, Kellie Haight

<b><u>Cash Position:</u></b>	<u>10/31/15</u>	
	<u>Checking</u>	<u>\$33,074</u>
	Reserves	\$21,435
	<u>Scholarship</u>	<u>\$ 330</u>
	Cash Reserves	\$21,765
	UMF	\$36,018
	<u>Endowment (Canady)</u>	<u>\$18,900</u>
	Total Reserves	\$54,918

**Financial Review:**

	<b><u>October 2015</u></b>		
	<b><u>Projected</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
Income	\$ 55,528	\$56,202	\$61,579
Expenses	\$ 57,174	\$53,849	\$61,551
Profit/Loss (less trans)	\$ -1,516	\$ 2,679	\$ 28

	<b><u>November 2015</u></b>		
	<b><u>Projected</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
Income	\$59,221		\$ 56,904
Expenses	\$55,144		\$ 58,876
Profit/Loss (less trans)	\$ 4,477		\$ -1,972

	<u>December 2015</u>		
	<u>Projected</u>	<u>Actual</u>	<u>Budget</u>
Income	\$ 53,356		\$56,477
Expenses	\$ 57,080		\$62,726
Profit/Loss (less trans)	\$ --3,324		\$ -6,249

	<u>January 2015</u>		
	<u>Projected</u>	<u>Actual</u>	<u>Budget</u>
Income	\$56,802		\$62,483
Expenses	\$48,947		\$61,679
Profit/Loss (less trans)	\$ 8,255-		\$ 804

**Items of noted discussion:**

- The healthcare insurance transition from BCBS to UnitedHealth is underway with an effective date of December 1<sup>st</sup>. Staff met with C.W. Burke to review the new plan and complete their enrollment forms. C.W. also went over the new dental and vision plans through Humana.
- WPCC open slots as of 11/10:
  - Chipmunks: no openings
  - Bears: two T/TH (typical)
  - Turtles: no openings
  - Pandas: two FT slots - \*One FT slot will most likely be filled by the end of the month

The Center is moving away from the part day/part time options. Parents will be notified in January that we will no longer offer part-time slots.