

4/18/13

In Attendance: Rachael Bloom, Susan Brown, Joanna Carey Cleveland, Michelle Curl, Demet Guntas, Mattias Jonsson (chair), Hadley Kifner, Dorrie Lassiter, Dan Lehman, Ashley Nicklis, Corrie Pointak, Jeanne Wakefield, Shirley (Teacher, here for a class)

Absent: Brian Johnson, Katie McMahon

Decisions reached:

Motions passed:

- Minutes passed
- Proposed budget approved

To dos:

- See if we can purchase booties with hospital, announce that we will start on a trial basis.
- Joanna will look at bylaws and talk with accountants to change our fiscal year to start in September
- Ashley will look into contacting UNC building and grounds, otherwise we will look into contracting independently. (lawncare)
- Program for the ribbon cutting by next week.
- Invite Friday center and WUNC to our ribbon cutting ceremony

Teacher Time:

Parent time:

Re: Booties for infant classrooms, Jeanne priced it to \$9 a day. Will investigate purchasing with hospital, or buying one box to see how many people will use them.

Chair's Report

Treasurer's report

See financial summary.

Discussed how to present the report in the next two months taking into account the expansion budget is not yet reflected. The simplest thing—we will see a higher number in income and salaries, and we will look at the numbers correlated with the total tuition (number of children), until the new budget comes and reflects the new changes. We can look into changing our fiscal year, and talk with accountants.

Some issues are, there are no histories on utilities with expansion, and with the increasing numbers of children. If we could move the fiscal year until September, we can have a few months of utility bills, etc, in order to write a permanent budget that starts in September (instead of July.)

We would be without a budget for a few months if we went ahead with this, but it would make for a more comprehensive budget. Joanna will look into the bylaws and the accountants, to see what goes into changing the fiscal year to start in September. The University and hospital entities will have to be informed.

Unforeseen costs with the expansion: hooking up phones, internet. ~\$4,000. Jeanne worked out a payment plan 4x 1k a month. Jeanne budgeted it for next year, but it will come out of reserves payment this year. (It will be reflected in next year's budget, but we will have it done this cycle, but because we do not have a budget for this.)

With unforeseen costs, discussions of waiving our reserves payment to pay this off in full. Jeanne would rather us pay back into the reserves. Jeanne thinks we will have the 1k a month from cash flow or some of the reserves. It would not come entirely from the reserves. Jeanne recommends leaving the line item of the ITS fee in the next budget, and ask for a delay in the reserves payment, instead of not paying it back. Net is full reserve payment will be made.

We will know by June if we are able to pay back the ITS fee in full.

The proposed budget:

\$5 increase for infants and toddlers & twos

\$10 increase for Preschool

Expenses that are coming up: NAEYC accreditation (fees) and a full audit year, two new gates for fire safety.

Of note, we have budgeted for 98% enrollment, we usually budget for 99%, and we still foresee to being at full capacity. This will give us a little more wiggle room for extra expenses (especially with the low reserves amount.)

Grounds that we are not responsible for, the lawns between the parking lots. We will look into talking with UNC grounds, or we will look into contracting people on our own.

Director's report:

Expansion is fully enrolled, we're getting new hires that are all degreed.

Dorrie and Brian will be interviewing a second candidate for the associate director position.

Associate directors are not required to maintain teaching licenses.

International Children's day looks to be a fun fundraising/exposure event.

T-shirts are selling well!

Building and Grounds

The ground is very impervious to water. Jeanne is not having a good relationship with the soil here.

Personnel

Fundraising

Expansion Ribbon-cutting event

Hospital is catering, bringing podium. Jeanne is picking up the banner. Teachers, Execs, will talk.

We need: a program.

For speaking: Brenda, Gary Park, and Holden Thorp.

Event planner suggested: going through the program and having guides taking small groups through the new classroom.

Need to discuss order of speakers.