

Minutes – Victory Village Board Meeting July 17, 2015

Open Session

Call to Order: 6:10pm

Attendance: Matt, Joanna, Rachel, Dorrie, Jeri, Mattias, Sarah, Rebecca, , Jeanne , Ashley, Sheera, Lauren

Absent: Dan, Susan

Teacher Time: None

Parent Time: None

Secretary's Report: Sheera is taking minutes in Susan's absence. Approved without changes.

Chair's Report:

- 990 was filed this week after a thorough internal review by the Treasurer. She noted that there were potential areas for improvement including better organization overall of policy documents and clarification of various policies including records retention and which policies are determined at the Executive Director level and which by the Board. First steps in addressing these issues will include aggregation of existing policies by the Center Director as well as a review of a record retention policy template against the Center's list of policies to see which areas are applicable.
- The issue of board member attendance was brought up.
- The chair suggested that the Board host an appreciation event for teachers and staff in light of their efforts towards the rated licensing process. The board agreed to host an ice cream event to take place after rated license results have been received.

Treasurer's Report:

- Reviewed Center's budget for previous month and found it to be on target with projections. Parking and NAEYC payments were made this month results in a negative net income this month but will still be ahead in the year and will be able to deposit money in reserve as planned.
- Form 990 update: Has been reviewed and approved by the Executive Committee and it has been submitted to the IRS. The board ratified the Executive Committee's decision.
- The Chair asked that the record reflect the appreciation of the board for the Treasurer's effort and work with the center's accountant to produce an accurate form.

Director's Report:

- The center has remained fully enrolled and is also fully enrolled for Fall
- Rated license visits: All visits were conducted on separate days in two infant-toddler classrooms and two pre-school classrooms. The results, will be given as written feedback and presented by the licensing consultant in an unannounced visit before the end of the month.

Committee Reports:

- **Document Revision Workgroup:**

- By-laws: The workgroup chair highlighted the substantive changes proposed in the by-laws including clarification of the process of appointing parent representatives to the Board, revising the standing committees list to include fundraising and building and grounds and clarifying terminology around the nomination of officers as resignation/ termination of directors. There was a short discussion followed by unanimous approval of the amended by-laws. A copy of the amended bylaws will be sent to the university and hospital.
- Contract: Has been through legal review with the university and is currently under review by the hospital. They will reconcile their feedback prior to returning comments to the Center. No major issues are anticipated.
- **Center Expansion Workgroup:**
 - The Chair summarized the discussions of the workgroup and their conclusion that without participation and financial contribution of either University and/or hospital, it does not make sense for VVDCC to pursue expansion. She reminded the Board that at the presentation of the annual plan to university and hospital leadership that she and the Center Director will voice the Center's interest in supporting and participating in any expansion of childcare efforts by the university and/or hospital and will report back to the Board on that discussion. She also reminded the Board that the University is currently drafting a summary of options that includes the provision that VVDCC be given right of first refusal in leading whatever expansion options are selected.
 - The expansion workgroup has concluded its work for the year. A summary of the workgroup discussions has been saved with other Board documents.
- **Building and Grounds:** Two's shade was not put up since the teachers felt it was shaded enough. The shade will be repurposed to the toddler playground.
- **Fundraising:** Nothing to report.
- **Personnel:**
 - Four teachers have resigned for various reasons, the Director is in the process of filling those slots.
 - A new associate director has been hired and will start in mid-August.
 - Annual staff performance evaluations will begin in August.
 - Board discussed possible ways to communicate more to families about teacher credentials, annual evaluations, licensing process, possibly via the quarter newsletter.

Adjournment: 7:15pm