

**VICTORY VILLAGE DAY CARE CENTER, INC.
BOARD OF DIRECTORS MEETING MINUTES**

JUNE 21, 2012, 6:00 P.M.

UNIVERSITY CHILD CARE CENTER, MULTIPURPOSE ROOM

Present: Rachael Bloom, Susan Brown, Joanna Carey Cleveland, Brian Johnston, MattiasJonsson, Dorrie Lassiter, Dan Lehman, Jeanne Wakefield

Absent: DemetGuntas, Hadley Kifner, Katie McMahon (Chair), Ashley Nicklis, CorriePiontak, Jenn Stegall-Zanation

Minutes: Joanna Carey Cleveland

1. Welcome

In Katie's absence (due to the birth of her baby!), Brian chaired the meeting which started at 6:10 p.m. In the absence of Jenn Stegall-Zanation, Joanna volunteered to take minutes.

2. Recognition of and Time for Guests (Teacher Time and Parent Time)

No comments or speakers for Teacher Time.

For Parent Time, the issue of providing parent access to class photos (such as the ones included in daily classroom updates) was raised since photo releases had now been signed and returned. Jeanne noted the need both for a storage mechanism for the photos and a policy applicable to teachers and parents that would establish expectations and guidance for use. Mattias and Jeanne agreed to review various options for storage and draft a proposed policy for review.

3. Officer Reports

a. Approval of April Minutes

The Board unanimously approved the minutes of the April 19, 2012 meeting (there was no Board meeting in May) with the following changes:

- Remove the extra comma between "Susan Brown" and "DemetGuntas" in the list of Board members present.
- Under "Personnel Committee: Dorrie":
 - First bullet point should replace "Dan" with "UNC Hospitals" so that the sentence reads "Contract signed by UNC Hospitals and now being routed to Dorrie via campus mail".
- Under "Fundraising Committee: Rachael":
 - Second bullet point should replace "Pumpkin run" with "Li'l Pumpkin Run" .
 - Last bullet point should replace "old well" with "Old Well" .

- Under “Expansion update: Dan Lehman”:
 - Third bullet point should replace “*dedicate*” with “*dictate*” so that the sentence reads “Timeline – approval process will dictate timeline;”.
 - Last bullet point should replace “*Pumpkin Run*” with “*Li'l Pumpkin Run*”.
- Under “Director’s Report: Jeanne”:
 - Second bullet point should replace “*INTERS*” with “*ITERS*” in two place.
 - Last bullet point should replace “*INTERS*” with “*ITERS*”.

b. Chair’s Report

No report.

c. Treasurer’s Report

Jeanne distributed the current budget information. We are ahead for the year, and if we end the year with net income it will be carried forward as operating expenses.

Board members requested a better report going forward to track fundraising income/expenses/distributions so that we can more easily show results of our fundraising efforts. Currently the report includes “specials” activities, and Board members do not think the income and expenses associated with these activities should be included in the fundraising report. Board member also requested that “off-budget” items in the P&L statements so that we can capture all income and expenses.

4. Other Business

a. New Business

1) Director’s Report

Board members first congratulated Jeanne and all the teachers and staff on receiving a perfect score as part of our licensing review that resulted in a 5-star rating for the Center! The Board recognized this as a great accomplishment and the result of lots of sustained, hard work by everyone at the Center.

Jeanne highlighted the publication of a lovely article on the Child Care Center in the *University Gazette* on June 12, 2012 (available online at <http://gazette.unc.edu/2012/06/12/live-love-laugh-and-grow-university-child-care-will-expand-in-the-new-year/>). Jeanne noted that the Center has received an increase in contacts since the publication, and also noted that the website has received up to 500 hits a day. Board members then discussed ways to better track website visits/use, perhaps by using Google Analytics. Board members also discussed how to better utilize the Center’s Facebook page [‘University Childcare Center (Victory Village)’] that has been set up by the Fundraising Committee. We need 30 ‘likes’ in order to track visits. Board members recommended sending out a notice to parents about the Facebook page and also recommended being more active in posting information so that it is a more dynamic page.

In reporting on recent social/recognition activities, Jeanneshared that the recent Father's Day breakfast appeared to be a success (this was confirmed by Mattias) and said that the staff really enjoyed lunch and bowling following the completion of the licensing review.

2) Changes to the Parent Handbook

Jeanne has disseminated an updated Parent Handbook for 2012-2013. She has updated the Handbook to include information about the Music & Movement Grant and additional information about health and physical activity. These changes were motivated in part due to our reporting obligations to the granting agency by the end of June, but also as part of our annual review in advance of disseminating to parents in September. Please share any comments to Jeanne as soon as possible.

As a side note, Jeanne also noted that she has seen real changes in the use of the playground after the new surfacing was installed and has seen more music and movement activities in all classes in lesson plans and time allotted. Teachers seem to be enthusiastic about these changes.

5. Committee Reports

a. Building and Grounds

Mattias confirmed that shade cloths had been installed in the outdoor music space, and reported that we are becoming much more efficient in putting them up. Jeanne shared that the teachers have raved about the positive change in the space all around.

Expansion Project Update

Dan reported that we have met a critical timeline point in the expansion project in that the Community Design Commission has approved the exterior design. Jeanne, Wendy Hillis (from UNC-Chapel Hill's Facilities Planning group), the architect and engineer attended the hearing. Jeanne and Dan also reported that at the hearing the Commission coincidentally reviewed a site plan submission from a competing day care facility (might be a part of a chain) that would be located off Barbee Chapel Road (on the Meadowmont side of the intersection of Barbee Chapel and Hwy. 54) and would serve up to 180 children. This facility is probably at least 2 years away from opening.

Next steps for approval are all with the administrative offices/staff for the Town of Chapel Hill. We expect to be through these various reviews in August. Also as part of this process, the Center's Licensing Consultant will come and measure the available square feet to assure that we have adequate open free space flooring as required by our licensing standards (35 sq. feet per child). Jeanne confirmed that the addition of this space will not result in a complete new licensing review.

Board members then discussed the possibility of engaging parents and children in determining the names of the new classrooms. These classrooms will serve our oldest

children. Ideas immediately suggested by the Board members were: flamingoes, emus, ostriches, peacocks, and eagles. One option might be a voting tool on our Facebook site.

b. Personnel Committee

Dorrie confirmed that the Annual Plan had been reviewed with Brenda Malone from UNC-Chapel Hill and Bill Rotella from UNC Hospitals. We need to send a final version to the University and Hospital if we haven't already done so.

Dorrie also reported that Committee members had conducted teacher interviews and that 31 parents had completed the online survey. She will convene the Committee to review the feedback in preparation for Jeanne's annual review and report back to the Board in July.

c. Fundraising Committee

Rachael reported that the Fundraising Committee is currently thinking about two matters. The first one is an idea to post goal amounts associated with each specific project so that progress is more immediately identifiable (and perhaps more successful). The second one is to initiate a "buy a brick" fundraising project for the sidewalk to be added as part of the expansion. Board members endorsed using bricks for the sidewalk and proceeding with a fundraising opportunity. We should plan on an October start date for the construction.

6. Adjournment

There being no other business, the Board meeting was adjourned at 7:10 p.m. The next Board meeting will be on July 19, 2012 at 6:00 p.m. in the Multipurpose Room at the Center.