

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

**MARCH 21, 2013, 6:00 P.M.**

**UNIVERSITY CHILD CARE CENTER, MULTIPURPOSE ROOM**

**Present:** Susan Brown, Joanna Carey Cleveland, Demet Guntas, Brian Johnston(Chair), Mattias Jonsson, Hadley Kifner, Dorrie Lassiter, Dan Lehman, Katie McMahon, Corrie Piontak, Jeanne Wakefield

**Absent:** Rachael Bloom, Michelle Curl, Ashley Nicklis

**Minutes:** Joanna Carey Cleveland

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**1. Welcome**

Brian welcomed everyone to the meeting which started at 6:10 p.m. In Rachael's absence, 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, Board members discussed the potential for buying booties for parents to wear over their shoes in the infant classrooms if they don't/can't take off their shoes. Jeanne agreed to check on the costs. Board members also discussed 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 and a photo policy was in place. Jeanne acknowledged that this is a work in progress and had become a lower priority due to the expansion. One classroom and one floater are trained, and we are experiencing some continuing difficulties with access issues on the site (e.g., can't edit pictures). Jeanne said she thought written instructions for using the site could be helpful.

**3. Officer Reports**

**a. Approval of April Minutes**

The Board unanimously approved the minutes of the February 21, 2013 meeting with the following changes:

- The date needs to be corrected to read "2/21/13" rather than "1/17/13".
- Under "In Attendance" list: correct the spelling of Joanna's name (from "Joana" to "Joanna"), add a comma between "Rachael Susan", and add "Hadley" as an attendee
- Under "Director's Report:"
  - The third paragraph, second sentence needs to be corrected to read "Toucans room is licensed for 17..." (change "Pelican" to "Toucans").

**b. Chair's Report**

No report.

**c. Treasurer's Report**

Jeanne distributed the current budget information. We are slightly ahead on income for the compared to our YTD budget goals at this time.

We expect to present a draft budget for review at the April Board meeting.

**4. Other Business**

**a. New Business**

**1) Director's Report**

Jeanne highlighted that our licensing consultant suggested changing our name on the license from "Victory Village Day Care Center" to "The University Child Care Center" as a more accurate reflection of the quality of our program. The licensing consultant also stated that changing the name on the license would not affect any other aspect of our program. Board members are in favor of further inquiry to see if this is possible and also discussed potentially changing the name of the corporation as well. Jeanne and Joanna will further review.

Jeanne also highlighted the process for hiring an Associate Director and recommended a start date close to the new fiscal year. She has a candidate to recommend to the Personnel Committee who she believes will be a good fit, and Dorrie and Brian will also be interviewing the candidate.

Jeanne noted that our wait list has grown even with the expansion. Currently there are close to 170 children on the waitlist (including 90 infant applicants).

**2) Transition Plan**

Jeanne shared the proposed transition notice that will be sent out as a mass notice given the number of children moving. Transitions will start on Monday, April 1<sup>st</sup>. She noted that we have still not received final approval to occupy the new space (see "Expansion Licensing" in the Director's Report), so we could range from an ideal transition arrangement (penguins/toucans moving to new rooms early with time to set up the classrooms and introduce transitions in a smooth way) to a more chaotic one, but that we are committed to a successful transition process.

Jeanne also noted that we have ended up with 15 children moving to the Pelicans room. With this number of children, the room is effectively a pre-school room and Jeanne therefore recommended that we charge the pre-school tuition rate (\$985/month) rather than the previously proposed rate (\$1085/month) and not pro-rate for April. The Board

approved this recommendation. The rate will be revisited in the fall, depending on the ages and number of children in the room.

### **3) Expansion Grand Opening Event**

The event is now scheduled for **May 6<sup>th</sup> at 4:00**. Tom Maltais from the Hospital (event planning), came and looked at the space. We'll have a podium, balloons, tables, ribbon, refreshments, and some activities for children. Holden Thorp, Gary Park, Bill Rotella, and Brenda Malone are expected to attend and Holden and Gary may briefly speak. Jeanne will draft a proposed agenda.

Board members brainstormed about other ideas for the event:

- Printing special edition t-shirts;
- Children singing – Jeanne says that Mr. John is teaching them “You are my Sunshine”;
- Invite some of the children to serve as MCs and introduce the speakers;
- Using Board members as guides.

Please feel free to share other ideas.

## **5. Committee Reports**

### **a. Building and Grounds Committee**

Jeanne will send an email for volunteers to install shade cloth (infants, toddlers, music space) and to help re-install playground equipment for the toddler playground. We also need to put the fundraising bricks in – they look great!

#### **Expansion Project Update**

Dan reported that the total cost for the project is now about \$478,000 (the original bid was \$420,000). The major cost is the ‘pocket wetland’ which has had to be relocated four times. We have also incurred some additional costs related to the inspector’s requirement that we purchase a new freezer and different ceiling tiles. VVDCC paid for these items and has also paid for sod, mulch, and landscaping outside of the fence.

The current balance in the Reserve Fund is between \$9,000-\$10,000. Dan stated that we will need an accounting at the end of the project to assure that the funds were accurately allocated among UNC Hospitals, UNC-Chapel Hill, and VVDCC.

As noted earlier, we have not been approved to occupy the new space yet. We are waiting for the pocket wetland to be completed. We hope to receive the certificate of occupancy by April 1<sup>st</sup> and no later than April 20<sup>th</sup>.

**b. Personnel Committee**

Dorrie reiterated the progress in the Associate Director search.

**c. Fundraising Committee**

Board members discussed the costs associated with the special edition t-shirt printing to memorialize the grand opening. Dorrie recommended “Total Exposure” in Hillsborough and said her experience has been that they will print for \$4/shirt (one color ink/one color shirt).

Board members were in favor of confirming the pricing.

**6. Adjournment**

There being no other business, the Board meeting was adjourned at 7:47 p.m. The next Board meeting will be on April 18, 2013 at 6:00 p.m. in the Multipurpose Room at the Center.