

Child Care Center at Norwich
Board Meeting, 7 July 2008
Minutes

In attendance: Neil Odell, Carol Schoenig, Marlene McDonald, Jodi Wenger, Bristol Rayno, Katie Willard, Jenny Letendre, Rick Canning, Julie Stevenson, and Allison Colburn.

Absent: Sarah Stewart Taylor, Laura Scott

Quorum? Yes

Minutes of the 16 June meeting (board retreat) reviewed and approved.

United Way grant

Discussion of short-term and long-term issues facing the board in its relations with Upper Valley United Way. What options? A redoubled effort to find more board members; possibly a letter to parents. Or removing the voting privileges of one of the staff members on the board, in effect making that member an alternate. Or sending a letter to UW informing them of our situation and efforts to change it. (NO presented a draft of a such a letter; discussion of possible revisions.) Another option: instead of a letter, a phone call.

Motion that a phone call be made to UW, explaining our situation. Seconded. Passed.

Director's Report (AC)

Discussion of some of the items included in AC's written report. TUCK fellows: As we did last year, we have two TUCK fellows for the '08-'09 year. Discussion of how best to use them. Laura Scott will be board mentor for the fellows.

Accreditation: almost there. NAEYC has received our application, but has not yet officially accepted us as a candidate. Nursery renovations are complete, as are most of the portfolios. Discussion of the need to keep these portfolios current, and of the need for a complete review, later in the year, of the accreditation process, including ways to make it easier next time.

Subcommittee proposal (NO)

Some restructuring of committees this year, in part because of pressing needs, in part because fewer members on the board make it hard to sustain all our regular committees. Committee assignments made, and target dates set for completing work.

Bylaws: an ad hoc committee to review bylaws, identify deficiencies, spots of legal vulnerability, outdated structures, etc. Legal advice on how to proceed. Perhaps comparisons to other nonprofit boards. Overarching concern: what's best for *this* board?

Communication: so that information flows when and where needed. Identifying weaknesses, suggesting solutions. Areas of possible concern discussed.

Finance: charged with keeping board informed about finances and with overseeing fundraising. The importance of involving more parents.

Setting of priorities will fall to committee chairs.

The important work done in previous years by the Org-Structure Committee (esp. concerning staff benefits, insurance, etc) and by the Marketing Committee. Need to make the new committee structure does not neglect this work.

Board training

Discussion of the need, in light of recent turnover, for board training. Lizann Peyton, former president of the CCCN board, does this sort of work. Motion that Lizann Peyton be hired to provide board training. Seconded. Passed. AC and NO will follow up with LP regarding number of hours and cost.

TUCK Day of Service

27 August. Volunteers come in groups of five; they'll do brawn work or brain work, and ideally would like to do a bit of both. Discussion of possible projects: Painting? Building a ramp off the nursery exit? Sorting-filing-shredding our old records?

Next board meeting, 4 August 2008