

Child Care Center at Norwich  
Board Meeting October 5, 2009  
Minutes

**In attendance:** Neil Odell, Marlene McDonald, Jodi Wenger, Allison Colburn, Bristol Rayno, Jennifer Letendre, Julie Stevenson, Dave Stewart, Lynne Chow, Josh Manheimer, Diego Mas, Shoshanna Hort, Tricia Groff. Absent: None. Quorum present? Yes

**Consent Agenda:** Approved, including minutes of the September meeting.

**Public Comments & Discussion:** None.

**Miscellaneous**

Finance Committee Budget Review

Marlene reported that while there were revenue losses this summer, the decline was less than had been anticipated. Allison confirmed that the summer revenue numbers for this year are similar to those of the previous two summers. Neil reported that the committee plans to review the October 2009 financial data before the Board takes up the issues of staff salary increases or changes to fees. Those issues are likely to be discussed at the December Board meeting.

December 2<sup>nd</sup> Norwich Selectboard Meeting

Julie was tentatively designated to attend this Selectboard meeting on behalf of the Board and present our scholarship ballot initiative for consideration. Dave agreed to be the “back up” if Julie is unable to attend.

Afterschool Program Committee Announcement

Jenny Letendre and Dave Stewart have agreed to serve on this committee, which will focus on board level questions relating to the new afterschool program. Neil will meet with Jenny and Dave soon to outline the committee’s responsibilities.

Fall Appeal Status

Board members will be addressing envelopes and writing personal notes to prospective contributors to the Fall Appeal. Materials will be distributed at the November Board Meeting. Allison will generate a report of prior contributors.

Staff Development Plan

Neil has asked Allison to look at whether it is possible to align the days off proposed under this Plan with those at local schools. She will report back on this. The Staff Development Plan will be discussed at the November Board Meeting.

H1N1 Update

Jodi Wegner, our Health Consultant, noted that H1N1 flu has rapidly spread through the Southeast United States, and that while infection rates remain relatively low in the Northeast, the number and severity of cases in our region could change quickly. She

strongly encourages parents to vaccinate themselves and their children against H1N1 as soon as vaccine becomes available. Jodi will be giving a presentation on H1N1 prevention at the staff meeting on October 15.

### **Board Training**

Liz Ann Peyton led a training on the duties of the Board, with special attention paid to the multiple roles that Board members play in our organization, (parent, volunteer, fundraiser, ambassador). Liz Ann emphasized the importance of distinguishing those roles from that of a Board member. She offered advice on how Board members can successfully “wear different hats” in supporting the Center while being mindful of our Board-related duties and responsibilities. We also touched on the scope of the Board’s governing authority, and the ways in which the Board can appropriately offer support to the Executive Director without intruding upon her managerial authority.

### **Next Month**

Board meeting on November 2.