

Child Care Center at Norwich
Board Meeting November 2, 2009
Minutes

In attendance: Neil Odell, Marlene McDonald, Jodi Wenger, Allison Colburn, Bristol Rayno, Jennifer Letendre, Dave Stewart, Lynne Chow, Josh Manheimer, Diego Mas, Shoshanna Hort, Rick Canning, Tricia Groff. **Absent:** Julie Stevenson,. **Quorum present?** Yes

Consent Agenda: Approved, including minutes of the Oct. meeting and Director's Report.

Public Comments & Discussion: None.

Fall Appeal Distribution of Materials and Instructions

Board members reviewed the Fall Appeal mailing materials and committed to sending these (with personal notes) to prospective contributors before Thanksgiving, preferably within two weeks. Marlene and Allison agreed to review and finalize the contact lists assigned to Board members by the end of the week. Envelopes were expected to be ready within a day or two, at which point all materials would be ready for distribution/pick-up.

Approval of Staff Development Plan, Part 1

The Board unanimously approved "Part 1" of a proposed Staff Development Plan, (see addendum), a revision to the vacation policy designed to increase incentives for long-term employment. These vacation accrual changes apply to employees hired after 11/2/09. Current employees are "grandfathered" into the existing accrual system and are not impacted by this revision. Bristol, Allison, and Neil indicated that employees need more time to discuss and review "Part 2" of the Staff Development Plan. The Board will take this up Part 2 at a later date

Tikes on Trikes, March 13, 2010

Neil led a preliminary planning discussion for Tikes on Trikes, scheduled for March 13, 2010. Location is likely to be the Hanover High School gymnasium. Board members considered ways to enhance the quality of goods and services offered in the silent auction and, if necessary, reduce the quantity. Several members stressed the importance of finding new participants, i.e., individuals and businesses in the community willing to donate items. Josh Manheimer raised the possibility of soliciting print ads for this event from local businesses, (for an event flyer or program), and suggested that advertising in general could be a good source of revenue for the Center. Neil explained that the Board would first need to examine the issue of soliciting/accepting advertising from a policy standpoint, given that we currently have no guidelines, criteria, or precedents for this. Josh agreed to research the policy aspects of this further and report back to the Board.

Follow-Up Board Training

Liz Ann Peyton conducted a follow-up training for Board members on fundraising, in conjunction with the Fall Appeal. Liz Ann explained the importance of understanding what motivates and inspires individuals to give to the Center. Among other things, she suggested ways for Board members to reach out to prospective donors in a personal manner that encourages them to support the Center.

Next Month

Board meeting on December 7th.

Addendum to Board Minutes, November 2, 2009

Staff Development Plan, Part 1

In order to increase incentives for long-term employment at the Child Care Center while at the same time reduce the number of vacation days that meetings need to be scheduled around, we propose the following change in vacation accrual. This would go into effect with all employees hired from this point forward, current employees would be grandfathered into the existing system.

Current Policy

All employees receive paid vacation time, which must be used within one year of the time it was accrued. The Director will authorize vacation schedule requests at her/his complete discretion. In general, only one team member will be granted vacation time at any given time. Vacation accrual is at the following rate based on years of employment.

No vacation time is accrued during the 90 day introductory period. If an employee terminates employment within the introductory period for any reason, the employee is not entitled to any vacation pay. If an employee successfully completes the 90 day introductory period, the employee will be awarded 3.75 days of vacation towards his or her total annual maximum allotment of vacation days.

- Year 1 - 15 days per year (after introductory period, 1.25 days per calendar month)
- Year 2 - 20 days per year (1.66 days per calendar month)
- Year 3 - 25 days per year (2 days per calendar month)
- Year 4 and up - 30 days per year (2.5 days per calendar month)

Revised Policy

- Year 1 & 2 - 15 days per year (after introductory period, 1.25 days per calendar month)
- Year 3 & 4 - 20 days per year (1.66 days per calendar month)
- Year 5 & 6 - 25 days per year (2 days per calendar month)
- Year 7 and up - 30 days per year (2.5 days per calendar month)