

## Willard Community Center Director's Report for November 27, 2017

1. A new job description was written and an employee has been hired as the Advancement & Child Care Assistant Director. Her name is Dani Jurgens and she will start her employment on Dec. 11<sup>th</sup>. She will be researching and writing operation/program grants and also helping Sarah with the child care programs. She is going to be a huge help to us. She is an administrative staff and will be salary with full benefits. We look forward to having her on our team.
2. All of the 2017 Willard Board of Directors meeting information has been downloaded onto our web site. It is in a secure location that only board members can retrieve. You can go to our web site and click on the arrow in the top right corner of the home page. This will take you to a sign in page. Use the email address that you gave me for the board roster and your password is your first name. Click sign in and a new tab will appear under the "About" tab that reads "Willard Board Information". This should take you to the board information. Make sure you sign out at the top of the page when you are done. Please try this to see if you can get it to work. I am trying to find a secure/private way that we can communicate with each other. You can let me know what you think. If this proves to be too confusing we will work on something else. Irene, I did not make a new sign in for you because I assume that you already have one for our website.
3. Willard set up a checking account in 2011 with a balance of \$500.00 in it for Sarah or I to use for emergency purposes. Since we have gotten the Willard credit card we no longer need this checking account. I would like to close it out and put the balance back into our checking account. I am a signer on the account so I can take care of this. I just wanted you to be aware of it before I closed it out.
4. Willard was fortunate to have recently been granted \$5,000.00 from the Snow Redfern Foundation to help with scholarships for the Roper and Lakeview CLC Title XX children. I had requested almost \$15,000 but felt lucky to have received the amount that we did. They increased their giving from 54 applicants last year to 97 this year.

I also have applied to the Viking Foundation of Lincoln for \$10,000 for scholarships and program expenses for the Lakeview CLC children and will know the outcome of that in December.

I submitted a Letter of Intent to United Way to be able to apply for grant funding for our Preschool and Pre-K programs. If this gets approved I will be writing two United Way grants in January for the Preschool/Pre-K Programs and the Lakeview CLC.