

Willard Community Center Director's Report for November and December 2018

The November report is in black and the new additions I have made for December are in red.

1. We had our first election day, November 6th, at Willard since we reopened in May. I am happy to say that we had 508 voters come in to cast their ballot. I wish that I could have given them all tours of the building but there was a line of people waiting almost all day.
2. Engineered Controls came out for the first time since we signed a contract to have them maintain the systems at Willard. They checked all the systems and said they looked good.
3. I participated in a Board Matching Event sponsored by Cause Collective and UNL Business and Honors Students. I said I was looking for someone that could help us to do marketing and get the word out about our programs through social media avenues. It was like a speed dating interview. I talked to 10 students and was impressed with all of them. The students choose what organization they would like to work for and the non-profit chooses who they would like and we get matched up. These students would serve on our board and also help out with a committee for our marketing and social media piece. Many of the students are sophomores so this potentially could be a two-year commitment. I will let you if we are lucky enough to get a student.

Dec. 1st I was informed that Joel Beckwith was our match. He was also my top pick so I am thrilled to have him help us. Expect to see him at a board meeting in the future if they work with his schedule. I am hoping that he will open up some social medial avenues for us that will help with our enrollments.

4. I have spoken to JK Electric and they are going to get me an estimate for additional lighting on the south side of the building. It is really dark out there at night. It is not an option to add a light to the security cameras so I thought I would see what it would cost to just add more lighting. I will hopefully have the estimate by the board meeting.

I received the estimate from JK Electirc for \$1, 345.00. They will add two lights to the south side of the building so that it helps to light up the entrance to the building and the sidewalk. If we have any extra money in the capital campaign I would like to add the lights to the building as soon as possible.

5. I have signed up to take a class on Executive Transition Planning. I thought it would be a good idea to have a plan in place in case one of the administrative staff leave or take significant time off. It is open to directors and board members so if anyone wants to join me please let me know. It is December 5th from 8:00 to 9:30 am at Unico, 1128 Lincoln Mall #200 and is only \$15.00.

The training was very useful. I hope to get a good start on this and share it with the board for your input as soon as possible. This will be beneficial to have if any of our administrative staff need to be gone unexpectedly for an extended period of time.

6. We have found our Program Director Assistant! Her name is Tabitha Love and is currently our preschool teacher. Tabitha was a child care director North Creek Child Care Center for her last job so she is very qualified and knowledgeable about all the child care regulations and expectations. We are all thrilled about this! She will start in her new position as soon as we can hire a preschool assistant teacher to take her place.

We found an assistant preschool teacher, Jenny Miller. Tabitha will train the new teacher, fill in at the child care sites during the winter break when our staff leave town for Christmas and then start as Assistant Program Director as of Jan. 3rd.

7. Just to let you know about the Holiday parties happening at Willard this December.
 - Dec. 7th – Preschool Program at Willard at 11:30 am
 - Dec. 14th – Pre-K Program at Lakeview Church at 12:00 pm. Willard provides pizza for the Preschool and Pre-k parties and we ask for a donation from the families.
 - Dec. 14th – Willard Staff Christmas Party at Willard at 6:00 pm. We are having spaghetti and the staff will all bring their favorite dish. Willard will give everyone a \$20.00 cash gift and we will have games and little prizes. We all really thankful that you still support the staff party. It means so much to be able to give the staff a token of your appreciation.