

Willard Board Meeting Notes  
October 29, 2018

Meeting called to order at 5:33 pm. Those in attendance:

Ms. Knudson, Mr. Pflanz, Ms. Phelps, Mr. Critel, Mr. Mumaugh, Ms. Williams, Ms. Reinke

**Consent Agenda:**

**Minutes, Directors Report, Financials**

Minutes were changed on the agenda from September minutes to August minutes.

Motion by Ms. Phelps to approve minutes, second by Mr. Critel. Motion carried and approved.

Brief discussion was made on preschool and pre-k programs being down on number of attendees and that this will be a rebuilding year for those programs. Motion by Ms. Knudson to approve financials, second by Mr. Critel. Motion carried and approved.

Mr. Mumaugh asked the group if we needed to look into another accounting firm since we are always a month behind when we receive financials. Ms. Williams said she believed we needed to stay with them for now as we would not be able to find another firm that offered the same services for the amount that we were paying. Ms. Williams also said that once QuickBooks gets cleaned up Ms. Hein would be able to do more for us.

**Capital Campaign/Grant Update:**

Mark and Kathy LeBaron donated the remaining amount needed to close out the campaign by September as a requirement by the Kiewit donation.

Now we need to focus on getting funding for the parking lot. A grant has been submitted to the Sunderland Foundation. They do not have a regular schedule of when they approve donations. Discussed Mourning Hope paying back a portion of the parking lot total.

Kenny Gardner Golf Tournament made over \$10,000 this year; up from \$9,000 last year and down from \$13,888 the previous year. Mr. Pflanz brought up that this was the first year that the Gardner's had really stepped back requiring Ms. Jurgens and the Board doing all of the asks and registrations. The Board felt good about the \$10,000, considering the weather.

It was brought up that we still need outdoor signage and could possibly partner with Mourning Hope once their building is complete.

A grant to the Woods Foundation was submitted for \$13,000 to go towards the Summer Program by requesting 15 two-way radios for the child care staff and funding for the child care assistant director position for the 3 summer months.

**Update on Water Issues and Parking Lot:**

Ms. Williams indicated that she had reached out to Carly from Mourning Hope to discuss an agreement. Carly has indicated that she would need to have discussions with her Board of Directors. Ms. Williams will work on putting numbers to give to Mourning Hope's Board as well as a maintenance agreement so that we have an understanding of who will pay what. Mr. Mumaugh will contact Tim with Cheever

Construction to ask him what he believes is fair. Mr. Mumaugh will contact Ms. Williams with information.

**PTO/Crisis Leave Bank for Willard's Employees:**

Ms. Williams let the Board know that Short Term Disability has been set up going forward. Conversations about the crisis leave bank were had about Willard donating the hours instead of a single employee. Amendments to how the document is worded will be made as the Board decided that no direct donations would be able to be given to specific employees. If an employee wanted to donate hours, it had to go in the bank. Ms. Williams will include a statement on the documentation.

**Assistant Program Director Hiring Update:**

Ms. Reinke let the Board know that no one has been hired for the position yet.

Mr. Pflanz suggested that we need to have an additional position for and Event/Development Coordinator/Grant Writer. Ms. Williams agreed by adding this position would be someone who makes a strategy for year-to-year grant applications. Ms. Knudson volunteered to help interview candidates. Ms. Williams will send out a job description to the Board.

**Board Member Recruitment:**

Ms. Williams is working to reach out the Malone Community Center for recommendations. Mr. Critel suggested we contact City Councilman Benny Shub, since he was very supportive at the open house. Ms. Knudson will reach out to him.

Mr. Mumaugh brought up the question of changing dates or time of Board meetings. Ms. Knudson will send out an email survey to each member to find a more suitable time.

Next Board meeting Monday, November 19 at 5:30 pm.

Meeting adjourned at 6:44 pm.