

Willard Community Center
Board Meeting Agenda
For August 28, 2019

Meeting to be held at 12:00 pm at WILLARD COMMUNITY CENTER.
“We help area residents grow, connect and contribute to our community.”

1. Consent Agenda – Ms. Knudson
Minutes from July 24, 2019
Directors Report – August 2019
Financials for June 2019
2. Fund Raising Updates – Golf Tournament – Mr. Pflanz and Ms. Reinke
3. Finance Committee Report – Mr. Pflanz
4. Update on the Step Up to Quality Child Care Accreditation – Ms. Love
5. Grant research and updates – Ms. Soderling
6. Child Care Updates and Issues – Ms. Reinke
7. Maintenance Agreement with Engineered Controls – Ms. Soderling
8. Missy Wigley Board Resignation – Ms. Knudson
9. Discussion of Payment to the Line of Credit at West Gate Bank – Mr. Mumaugh
10. Discussion of the idea of adding a staff member – Mr. Mumaugh

Next meeting September 25th at noon at Willard Community Center

Willard Community Center Board of Directors Meeting Minutes from August 28, 2019

Members in attendance: Kassy Knudson, Justin Pflanz, Joey Mumaugh, Johanna Hannemann, Carolyn Kortmeyer, Emily Phelps, and Brett Richert. Irene Williams was on speaker phone during the meeting.

Others in attendance: Renee Hein, Sarah Reinke, Tabitha Love, and Janelle Soderling

Ms. Knudson called the meeting to order at 12:05 pm.

Ms. Knudson called for a motion to accept the consent agenda. Ms. Phelps made the motion to accept and Mr. Richert seconded. Motion carried.

Fundraising – Ms. Reinke informed the board that we have 5 tournament sponsors so far. Ms. Knudson added that Lincoln Industries will also be a tournament sponsor. We have 6 teams registered. We have done invites on Mail Chimp and through the mail. We are working on getting raffle prizes. Ms. Williams volunteered to bring bottles of wine. We need 26 flag prizes that are \$25.00 Gift certificates. Volunteers are needed the day of the event. The Lincoln West Kiwanis Group has volunteered to help again. Mr. Pflanz has updated our web site with Golf Tournament information. We will send out all the golf information to board members to share at their places of work and for friends. Mr. Pflanz is working on the link to register through Golf Status and Ms. Soderling will take flyers to all the Lincoln Golf Courses.

Step Up to Quality Updates – Ms. Love reported that the staff need to complete the required training and then the next step will be the classroom observation by December 1st. Ms. Love is doing an interview with the Neighborhood Extra and we will be getting an article in one of their Saturday paper editions. Ms. Love also told the board that she is working with the State Food Program about getting a percentage of our snacks reimbursed. She will find out more and report back to the board.

Grants – The Abel Foundation Grant has been submitted and the Snow Redfern Grant. Both requested reimbursement for the loss of money we receive from Title XX and Free/Reduced Lunch status participants. Will be working on Viking Foundation request next.

Child Care Updates – Ms. Reinke has been trying to hire enough staff to work at all the child care sites. We have not been able to start our new program of transporting children from Roper to Willard yet because we do not have enough staff to run it. We already have a waiting list at Roper and these are the kids we would transfer to Willard. Some of the hiring issues have been that people want more hours than we have available, they want more than \$9.00 an hour (Malone has increased to \$10.00 an hour and other agencies have too.) and the job market is really tight. It was suggested that we look at a grant that might possibly cover an increase in salaries to be more competitive.

Ms. Reinke asked the board to look at our Holiday Break schedule and asked if we could be closed on Monday, December 23rd. We don't think we will have many kids and most of our staff leave town for the holidays. The board decided that we will be also be closed the 23rd along with the 24th and 25th of December.

Ms. Reinke reported that we currently have 9 enrolled in Preschool, 18 in Pre-K, 60 in the CLC and 150 at Roper with a waiting list of 10 families.

Financial Situation – Mr. Pflanz reported that Jo Pflanz has volunteered to write grants for Willard. She will be meeting with the committee to discuss all the details tomorrow. United Way is hiring a new director and after they get settled we will go in and discuss the potential of asking for more funding. Mr. Mumaugh has talked to his child care provider about Title XX reimbursements and stated that they were able to negotiate their fee. We will look into that. The June financials show a large deficit. We are hoping to make some of

that up with grants and fund raising efforts. Mr. Pflanz also suggested that the Poker Run has not been that successful and we should eliminate that for next year and focus our energy of the golf tournament and grants. Mr. Pflanz will also get the donor letter out soon that will target two different groups; previous donors to request \$50,000 and up, and general donors to request whatever they can give. Possible statements for the letters could be to help with van expenses, loss of \$10,000 per month from Title XX.

The board approved the Engineered Controls service agreement if we can make payments for that and not all in one lump sum.

The Board discussed the resignation of Missy Wiggly and asked about Lyle Wheelers commitment to the board.

Mr. Mumaugh talked about our Line of Credit at West Gate Bank. Kirby with West Gate told him that the balance of the Capital Campaign account can stay at zero. Mr. Mumaugh made the motion to move all Capital Campaign money toward the line of credit. Interest on the Capital Campaign loan is \$20,000 per year.

Potential Staff Member - Mr. Mumaugh has an acquaintance that has a Masters Degree in education and has worked in a low income school reading program. She might be able to be our fundraising/development person. He would like us to meet her and do an interview.

Ms. Knudson adjourned the meeting at 1:15 pm. Next meeting will be the September board meeting but it will be held at Willard on Oct. 2nd, 2019 at noon.

Willard Community Center Director's Report for August 28, 2019

1. The Food Truck that comes to Willard every other Tuesday has had 231 people and they have given away 2,522 pounds of food. That is just here at Willard. They are going all over Lincoln. What an amazing and needed service for our community.
2. I submitted the grant to the Abel Foundation and requested \$98,000 to supplement the loss of funding for a year from children receiving Free/Reduced Lunch Status and Title XX. I will be submitting a grant to Snow Redfern the end of August for \$19,000 for the same thing. I will also be submitting grant evaluation report to Lincoln Community Foundation for the \$10,000 they gave us for operations to move back into our building in 2018.
3. We have had some issues with our cooling system this summer. The set points in the rooms were not quite right and one weekend the humidity was so bad in the lower level of the building that the wooden trim on the bulletin boards actually warped and are now twisted. We have had some cold water valves in the ceiling dripping down on some of the ceiling tiles. They are insulated but the insulation and everything was soaked and even a little moldy in the preschool room. We also had water in one of the light fixtures. This was caused by a valve that wasn't shutting off that then caused water sweat because there was no air flow. Engineered Controls came out and fixed all of our issues but this was not covered under the maintenance agreement and cost us \$586.00.
4. The City finally opened the park behind Willard the middle of August. We now have our playground back and two half basketball courts. It would have been so nice to have had this done for this summer. The kids will be excited for the first non-school day to be able to play in the park again.
5. Justin Pflanz and I hosted Jeff Kutash from the Peter Kiewit Foundation on August 15th. He called and said he was going to be in town and wanted to come for an informal tour to see the building. It was a wet rainy day but we had a nice visit with Jeff and he was impressed with the building.