

Willard Community Center  
December Board Meeting to be held on  
December 18, 2019  
Meeting to be held at 12:00 pm at WILLARD COMMUNITY CENTER.  
“We help area residents grow, connect and contribute to our community.”

**AGENDA**

1. Consent Agenda – Ms. Knudson  
Minutes from November 25, 2019  
Financials for October 2019  
Director’s Report
2. Introduction of City Council Representative, Tammy Ward – Ms. Soderling
3. Finance Committee Report – Mr. Pflanz
4. 2020 Budget Presentation – Ms. Renee Hein and Ms. Soderling
5. Construction and Collaboration updates from Mourning Hope and City Parks and Recreation – Ms. Soderling
6. Update on the Step Up to Quality Child Care Accreditation – Ms. Love
7. Child Care Program Updates – Ms. Reinke
8. Grant, Fund Development and Marketing Updates – Ms. Knudson and Ms. Soderling

Next meeting January ???

## Willard Community Center Board Meeting Minutes from December 18, 2019

Members in attendance: Kassy Knudson, Justin Pflanz, Johanna Hannemann, Carolyn Kortmeyer, Emily Phelps, Brett Richert, and Will Toliver.

Members not in attendance: Joel Beckwith, Irene Delozier, Michele Lueders, Joey Mumaugh and Lyle Wheeler.

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

Ms. Knudson called the meeting to order at 12:00 pm. She called for a motion to approve the consent agenda. Mr. Pflanz accepted the motion. Ms. Phelps seconded the motion. Motion carried.

Ms. Knudson introduced Ms. Tammy Ward, City Council representative for our district, who accepted our invitation to meet and greet the board. She got a tour of the building and gave a presentation about her passions and experience. Mr. Pflanz told her we would like her help to get more programs at Willard to get people in the door. We want to know how to target partnerships with other agencies. Ms. Knudson explained to her that our challenge is the reduced fees we receive from Title XX and Free and Reduced lunch status participants. Ms. Knudson asked her how she sees Lincoln and Willard handling this decrease in funding since most students are not paying full rate. This does not make a sustainable business model. Ms. Ward suggested using social media and other marketing tools to increase programs and interest in the building. She thinks that being a neighbor with Mourning Hope will also be good for publicity. She would like to put together a Board or commission for early childhood and get stakeholders together to discuss child care issues.

The board told Ms. Ward that fundraising was not critical for Willard 3 years ago but when we reopened and had to rebuild programs that really hurt us. Currently we are developing a robust grant program, we do annual program fee increases and can now receive funding from Lincoln Littles since we are getting accredited through Step Up To Quality.

**Finance Committee** –Mr. Pflanz reported that we are still looking at a loss for the year of about \$46,000 if you don't include depreciation. We need to continue to work on this. We are above budget 120% on fund raising which is really good. We just need to have a better plan moving forward.

**2020 Budget** – Mr. Pflanz suggested holding off on the budget report for another month so that the finance committee can discuss this further and present a budget and a plan on how to move forward. Ms. Knudson stated that we would have a budget by the end of January. She has confirmed the capital campaign loan from Lincoln Community Foundation can be lowered to 3% so we can take \$10,000 off budget for interest expenses. Ms. Knudson suggested that we increase fund raising to \$140,000 and reduce interest by half.

**Updates with Mourning Hope and City Parks** – Ms. Soderling reported that Ms. Runestad, director of MH, sent out an email asking the City if there would be an opportunity for us to buy the property that is currently for sale on the SE corner of Folsom and B Street to be used for overflow parking for all of us. The City said that they would not approve the use of the land for parking. We are all thinking that we are not going to have enough parking when MH opens and the park is fully utilized. Ms. Knudson asked Ms. Soderling to meet with Ms. Runestad every month to keep in touch on updates and plans for the future.

MH, Parks and Rec and Willard will be meeting on Jan. 7<sup>th</sup> to discuss shared signage by Folsom Street. Ms. Kortmeyer stated that Tri-City Signs has saved a couple of used message boards that could be revamped and used in a sign for all of us so we could advertise programs, activities, etc. She gave Ms. Soderling photos of what the sign could possibly look like. Ms. Soderling will take this information to the meeting to see what the City and MH are wanting.

**Step Up To Quality Updates** – Ms. Reinke reported that both the Preschool and Pre-K had observations done this last week and if both scored well we can use this for our final observation and score. Otherwise we will work on more improvements and have another observation this Spring.

Currently we have 20 kids in preschool 13 full time and 7 part time. Over the holiday break we have 85 signed up the non-school days. Staffing could be an issue with this many children.

**New program starting in January** – We have 2 children enrolled in the new program that transports children from Roper to Willard. Mr. Nate Wolf, the site supervisor, went to the Roper band concert to promote the program to Roper parents and will hold an open house at Willard on Jan. 2<sup>nd</sup>. We are anticipating more calls when 2<sup>nd</sup> semester starts and will need to hire another staff person.

Hiring for 2<sup>nd</sup> semester for all the programs has already started and Ms. Reinke has hired 6 already. The new Finger print check is going really well. Wait time for results has only been about a week or two.

Mr. Pflanz reported that right now all child care programs are making money. Additional programing will help bring more people in.

**Grant Updates** – Currently Ms. Jo Pflanz, Ms. Renee Hein, and Ms. Soderling are working on the Letter of Intent for Community Health Endowment. The LOI is due January 10<sup>th</sup>. We must get the LOI approved before we move on to Stage 2 which is much more detailed. We will be asking for \$200,000.

We are still waiting to hear about the Able Foundation grant. Woods Charitable Fund will come to Willard for a review and a decision for funding will be made next Spring.

Ms. Knudson stated that Ms. Lori Seibel with CHE is looking for office and program space for another non-profit, Lutheran Family Services. Ms. Seibel has also talked to LPS about the possibility of mobile classrooms on the west side of our building to use for summer programming if we find business groups that want to rent our space on a regular basis.

Mr. Pflanz wants to propose a corporate rate to businesses to use the building for meetings and programs. He also wants to look into businesses offering payroll deductions for employees that have child care at Willard. We have past due balances but with payroll deductions that would stop. We have talked to Mr. Mike Milbourn from Lincoln Industries about 2<sup>nd</sup> shift workers but they are mostly looking for child care for infants and toddlers.

**Board Recruitment** – It was suggested that Ms. Soderling call Ms. Gwen Thorpe before our next meeting about being a board member as she was very instrumental about suggesting programs and contacts before the building re-opened .

The board also suggested inviting Anna Wishart and Mayor Gaylor Baird for a board meet and greet and building tour.

Ms. Hannemann left the meeting at 1:05.

Director's Report for December 18, 2019

1. This month I have been concentrating on winterizing the building and the vans. The heating system is all in good shape. Engineered Controls spent a couple of long days here because they had to do some investigation and determined that they needed to replace a sensor. Also had to make adjustments to the heat pumps. One pump was not running and had to reset the frequency drive via supply voltage. All this extra time was not covered by our service agreement so it ended up costing us an additional \$848.00. Thank goodness it all seems to be working fine now.

I took all three vans down to Wilhelm Auto Repair to make sure that they were all set to go for winter. We will be starting the transportation program from Roper to Willard so I wanted to make sure they would all start when needed. They all checked out fine and they are ready to go.

Now, I just went downstairs and the hot water heater is leaking. I will call a plumber and keep you informed about this discovery.

2. We have had more rentals in the building the last two months. We had a Fall Craft Fair and 6 rentals in November and 6 rentals are scheduled for December. We will also have the Adult, Preschool, Pre-K and staff Christmas Parties in the building. Everyone that comes in is very impressed with the building and the space.
3. We are still trying to hire enough staff to cover all the child care shifts. Now it will be second semester so staff are leaving or their school schedules change. We are not the only ones in this position. Family Service, Parks and Rec. and the YMCA are struggling too.
4. The Mourning Hope construction has been manageable. We are all trying to share the parking lot. We have had to put up signs to make sure that no one parks in our stalls but they still get used by construction people. They will move their vehicles when we ask them to. It will be nice to be completely done with construction this summer.
5. We will no longer be members of Sam's Club. We will be switching over to Costco when it is time to renew. Nate Wolf, our new Site Supervisor for the Roper After School Transportation Program, works there and is willing to take our Willard vans there to get filled up with gas when needed. We will be able to use our Costco points for gas so it will be a lot cheaper for us. We can get all the same type of snacks and food that we need for the child care programs so it should not be a big deal to transfer. Just wanted to let you know.