

Willard Community Center Board of Directors Meeting Agenda
August 19, 2020
12:00 pm at the Willard Community Center
YOU WILL BE INVITED TO JOIN A ZOOM MEETING.
“We help area residents grow, connect and contribute to our community.”

AGENDA

1. Consent Agenda – Ms. Knudson
Minutes from July 15, 2020
Financials for June 2020
2. Child Care Update – Ms. Sarah Reinke
3. Digital Sign Donation Update – Ms. Kortmeyer
4. Golf Tournament Letter Campaign – Ms. Love and Ms. Soderling
5. Grants and Letters of Intent – Ms. Hein and Ms. Soderling

Willard Community Center Board Meeting Minutes from August 19, 2020.

Board Members in attendance: Kassy Knudson, Justin Pflanz, Joey Mumaugh, Emily Phelps and Irene Delozier.

Board Members not in attendance: Michele Lueders, Johanna Hannemann, Carolyn Kortmeyer, Brett Richert and Will Toliver.

Others in Attendance: Janelle Soderling, Sarah Reinke and Renee Hein.

Mr. Pflanz called the meeting to order at 12:03 pm. He called for a motion to approve the consent agenda. Ms. Phelps made the motion to approve the consent agenda. Mr. Mumaugh seconded the motion. Motion carried.

Mr. Pflanz called for approval of the June Financials. Mr. Mumaugh made the motion to approve the June Financials. Ms. Phelps seconded. Motion carried.

Mr. Pflanz asked that Ms. Reinke begin by giving a child care update until Ms. Knudson is able to join us. Sarah stated that the numbers are down at all the locations.

Ms. Knudson and Ms. Delozier joined the meeting at 12:03 pm.

Digital Sign Update - Discussion was changed to the Digital Sign. Tab Performance is donating half of the installation expense of the sign and are hoping that another company will donate the other half. Ms. Kortmeyer has asked Speedway Motors if they would contribute. They said they will consider and appreciated us asking them. The board would like Ms. Kortmeyer to send out an update about if the permit for the sign got filed with the City. Mr. Richerts is also working with Stephens and Smith for help with the supplies to install.

Golf tournament update – Ms. Soderling sent out a draft of the letter that will be sent out to the previous donors and new businesses to see if they would consider donating a monetary gift to the golf tournament since we will not actually be hosting the tournament this year. Two different beginning paragraphs were included in the letter and Ms. Soderling would like to board to say which one they like better. Ms. Knudson will edit the letter. The letter will go out the first of September with a big push the first week of October when the tournament is normally held, about the time of Kenny Gardner's birthday. Ms. Love created a half sheet donation form that will be included with the letter that donors can fill out and say how they would like to be listed on our web page.

Grants and Letters of Intent - Lincoln Community Foundation has an Open Door Grant that we will be sending in for \$10,000. Ms. Jo Pflanz is working on this.

Cooper Foundation Rapid Response Grant – We will apply for this and it is due by Sept. 11th and will be for \$10,000. Ms. Jo Pflanz is working on this too.

We have received the Healthy Places Grants for \$500 for each location. We have been approved for the Stabilization Grants for Preschool and Pre-K and are trying to determine since we closed the Pre-K site if we are still eligible for this funding for that site. Ms. Soderling has been trying to reach someone that can help with this. That would be \$5,550 for each site. Ms. Delozier stated to not say that the site is closed but instead say that we have moved the site to our Willard building. Ms. Soderling stated that we

needed to apply for funding with two different provider numbers. Ms. Knudson suggested to wait until they reach out to us and then explain. Ms. Hein said that we can go back and send in expenses from March 15th which is when Pre-K was still open.

We have also applied for Re-opening grants for Roper and Lakeview CLC for \$3,000 each but have not heard back yet.

Community Health Endowment has a Health Equity Building Human Connection Grant that we might apply for in the Spring for emergency funding. We had previously applied for a Strategic Planner. Ms. Soderling asked if we still wanted to go with that plan or request funding for operations. Mr. Pflanz said his vote would be for operations. Marcia with CHE had emailed and asked if we were applying this Fall.

Ms. Soderling was asked to write a letter of support for Lutheran Family Services saying that they can use our space and work together on the Community Garden.

Ms. Soderling also let United Way know that we have closed the Pre-K site for now since they are a funder. They have asked for a revised budget. Ms. Hein will be working on that. United Way said that we can use the money for Preschool or move it to the CLC.

The grant timeline for now is Ameritas and Viking Foundation due Oct. 1st and then tackle the Daughtery Foundation.

Child Care Update – There are currently 96 children at Roper and 38 at CLC. Families with remote learners would like a spot for next semester. Roper doesn't have very many kids on Title XX. Lakeview has about the same number as last year.

We have 15 Preschool/PreK children (5 are PT and 10 are full time.) This is down from 44 combined children last year. We have three on a waiting list. Ms. Reinke asked when we should hire for a second room. Mr. Pflanz would like to see 10 children before opening another room so salaries and expenses can be met.

To meet the Direct Health Measures 3-4 year olds can only have 15 in each classroom which is down from our license capacity of 24. Ms. Knudson stated that if DHM expands those numbers we need to have full time children have top priority. If families start and then we have to go back to fewer children it will have to be last in, first out for enrollment.

At the Pre-K House we are requesting a temporary cease of operations. This allows us to keep our license and not have to go through the application and our SUTQ process again.

Projections - Ms. Delozier and Ms. Hein worked on best and worst case financial case scenarios.

Worst Case Scenario – After receiving grants at \$117,000 we will fall short in December. Ms. Hein worked the numbers through July and August, which is based on last week of April enrollment numbers and expenses. We should be Ok through August. September we will start out negative as far as cash flow. Mr. Pflanz asked why August is positive and Sept. through the end of the year get increasingly worse every month. Ms. Delozier stated that when comparing expenses with profits we are eating up the reserve we had because it is an accumulative effect and we started with \$59,000 in the checking account. Ms. Hein did remove the Pre-K expenses. This is based on LPS closing again and the children being at Willard with the same numbers enrolled that we had in April.

Best Case Scenario – In December we are \$3,500 negative. This includes grants we have applied for. We are negative all month and the problem will be with having less kids enrolled the negative number will continue to rise. Ms. Delozier suggested to apply for random grants and see if any will stick. Also try big foundations. Acklie for operations and Woods Foundation. Ms. Soderling and Ms. Hein didn't think we qualified for the CHE grant due in two days and didn't think we could get it done. Ms. Knudson asked how much we could ask for. Ms. Soderling didn't know for sure. We have to have partners and it is a very detailed grant. Mr. Mumaugh asked if we could ask for an extension but Ms. Soderling said that the on-line application closes at noon on Friday. Ms. Delozier is going to call and talk to Lori Seibel and see what we can do and will report back to the board. Ms. Delozier also asked Ms. Knudson if we could ask the large foundations again that gave to the capital campaign. Ms. Delozier asked if we ever looked into the Juvenile Justice Group. Ms. Soderling said that was for older teens. Ms. Delozier said for the teens they have a leadership academy. She said that we need to look into things that we already do and get more grants without starting new programs. She said to look at what Foundations are funding and figure out how we can apply. CHE is big into generational learning. Are any of our current bingo players able to zoom in and read to a child? Maybe we then we could be able to apply for intergenerational activities. Mr. Pflanz has been looking at our accounts and thinks that being normal by the end of September is not realistic. We have \$32,000 that can be moved from Capital Campaign account to the checking account to get us through another month.

We need to look into a larger operating loan from the banks. We have \$2.4 million in equity in our building. We should only take a loan like that if we think next year will go back to normal. Ms. Knudson thinks we need a contingency plan given the outlook. Ms. Delozier is unsure about the loan and doesn't know if banks are willing to give a line of credit. Ms. Phelps said that banks are being very conservative but it doesn't hurt to ask and is worth a discussion. Mr. Mumaugh should talk to Kirby at West Gate Bank.

Ms. Delozier said that other non-profits are writing grants for retaining staff, management and building expenses and are asking for funding for the next 12 months. Black Lives Matter sort of grants is what we need. Ms. Soderling will send program statistics to Ms. Delozier.

Willard's FTE's as of August 4th is at 22.4. We need to be at 23.4 by September 29th payroll for our PPP loan. Ms. Hein said that we might be able to wait to apply but has heard that loans under \$150,000 might be forgiven and they may be lenient about that.

Ms. Knudson called the meeting to adjourn at 1:30 pm.