

January 27, 2021 Willard Community Center Board of Director's Meeting Minutes

Board members in attendance: Kassy Knudson, Justin Pflanz, Michele Lueders, Joey Mumaugh, Johanna Hannemann, and Carolyn Kortmeyer.

Members absent from the meeting: Irene Delozier, Emily Phelps, and Will Toliver.

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

Ms. Knudson called the meeting to order at 12:04 pm. She called for a motion to approve the consent agenda. Mr. Pflanz made the motion to approve the consent agenda and Mr. Mumaugh seconded the motion. Motion carried.

2021 Budget Discussion – Mr. Pflanz stated that the budget numbers look really good but asked if we are sure on the numbers or are we stretching? Ms. Hein said that they are pretty true but could be low in supplies as we have budgeted for full capacity in our Summer Program.

\$85,000 has been budgeted to be received in grants. Mr. Pflanz feels this is very attainable. Ms. Knudson said that she had gotten a note from Ms. Delozier. From her note she stated that she thought the budget looked good. We did receive a lot of grants this year that were Covid related that we may not be able to re-apply for again. She would like to see a goal of \$125,000. Ms. Knudson asked the board if we should change the grant amount from \$85,000 to \$125,000 on the budget. Mr. Pflanz said no that we need to keep the \$85,000 but work towards the \$125,000 as a goal. Ms. Knudson reminded everyone that we need to rely more on program services fees to make it through year to year instead of grants to get reserve money in place.

Ms. Hein continued to walk through the budget items. Most amounts were taken from the 2020 or 2019 budgets if last years amount was affected due to Covid. Mr. Pflanz raised concerns about the bingo expenses. Ms. Soderling informed the board that Liz Scott calls bingo 1 time a week on a volunteer basis and she calls one time per week, which is about 1.5 hours of her time. 5% of her time is already budgeted for the Adult Program. Mr. Pflanz was Ok with that but would like to net that account to \$0 after supplies and permits are paid. He suggested that we get Liz an appreciation gift for volunteering. Ms. Hein asked if we need to deposit that money into Willard's account after we get something for Liz, supplies, and permits are paid. Mr. Pflanz said yes.

Salaries increased 3% for staff that have been at Willard for at least one year. Staff was very appreciative of the raise. Ms. Hein stated that revenue may change depending on the number of children enrolled in our programs.

EIDL/PPP loan updates – Mr. Pflanz and Ms. Hein worked very hard on the EIDL loan and we were approved for \$150,000. Ms. Hein will check with our loan officer to see when we will get it. She said that we are also applying for 2nd round of PPP loans for \$110,607. Neither of these loans are included in the budget.

The board asked if we would have to repay these loans. Mr. Pflanz reported that we will have to repay the EIDL Loan. Ms. Hein said that we should not have to repay the PPP loan, just answer questions. There is not as much documentation requested as before. Discussion was held about using the EIDL loan to pay off or pay down our loans with higher interest rates/shorter terms. We should not use this for operating expenses. We cannot set it aside to save it or we will have to pay interest on it. Ms. Hein

reported that we have \$456,000 in loans for the vans, HVAC and capital campaign. Mr. Pflanz asked Ms. Hein to send out a list of loans with higher interest rates/shorter terms she feels would be a priority to pay now. Mr. Mumaugh will also discuss loans with West Gate Bank and requested that we won't use this money unless the board has approved the expenditure. Ms. Knudson agreed and said that any excess money needs a separate discussion with the finance committee and they should meet before the next board meeting regarding this.

Mr. Pflanz moved to accept the 2021 budget. Mr. Mumaugh seconded. Motion carries.

Strategic Plan – Ms. Knudson asked the board representatives of the key areas to share any updates. Ms. Soderling told the board that the Sherwood Grant, that is in progress, has requested a copy of our Strategic Plan.

Technology – Ms. Reinke reported that a grant is being written for the child care program, HiMomma. She has also found a free app called ConnectTeam for a clock in and out system, scheduling, notifications, etc. She is hoping to move forward with the future use of this app starting Jan. 22nd.

Grant Update – Ms. Soderling reported on the following grants;

Miriam Moeller - \$26,500 would compete the previous request to Keno Prevention Fund for Homework & Health Initiative for after school tutoring and Character Counts during the Summer Program.

Dolezal - \$10,158 - Swim passes, snacks, field trips, van transportation, and project supplies for the Summer Program.

Aspergren - \$21,584 – HiMomma Software for 2 years plus salaries for setup.

Two Stabilization Grants were submitted for Roper and Lakeview CLC @ \$5,500 each.

US Bank - \$20,000 Letter of Intent for Operating funds. We are awaiting an invitation to apply.

United Way mid-year reports for Lakeview CLC and Preschool were completed and submitted.

Grants to be submitted in February – Sherwood Foundation, Rotary #14 Foundation, WIN Letter of Intent and will research Beyond School Bells.

Child Care Updates – Ms. Reinke reported that we had 42 children at Willard over Winter Break, including the preschoolers. Normally we would have had about 60. Mr. Mumaugh asked if our numbers are about the same for other non-school days. Ms. Reinke said that we had lower attendance on regular non-school days. We use to have about 80-90 children and now we have 35-50 including Preschool. This is the first year that we have charged an extra fee for these days. Previously school agers could attend as part of their monthly fees.

January 18th we did not provide care in order to have an In-service training day for the staff. Ms. Soderling held CPR, First Aid and AED training for 8 staff and Ms. Reinke made available 2-4 hours of on-line training for other staff members. Many of our staff have already completed all 2021 in-service requirements.

Our next board meeting will be February 17th. Ms. Reinke will copy Microsoft Teams invite to the meeting already scheduled. Ms. Knudson adjourned the meeting at 12:51 pm.

Director's Report for January 27, 2021 Board of Directors Meeting.

1. Lincoln has moved to the orange on the Health Dial so we will be opening up our building for Scouts, Bingo, room rentals, etc. with precautions in place. We will have everyone continue to social distance and use sanitizer after each use.
2. The Boy and Cub Scouts have replaced our decaying Food Pantry on the south side of the building. Larry Lumm built a new "Blessing Box" and Roger Rezac helped to install it last week. They are also going to build a new box for a "Little Library". The new Blessing Box is amazing! It is large and will be able to hold food and other essentials such as diapers, feminine products, band aids, toothbrushes, gloves, etc. The Scout families will be helping to furnish items for the Blessing Box along with other individuals and community groups. The outpouring of generosity and food is wonderful. There will be a dedication ceremony in the near future so watch for that on social media. Thank you to the Boy Scouts for taking on this worthwhile project.
3. I have no new updates about our Community Garden. I will be sending out some letters soon to let the immediate neighbors know about the garden and see if we can get a committee together to help to plan the development of the space and the use of volunteers.
4. I have been asked to set in on the second interviews of three candidates that Lutheran Family Services has selected to be their potential Community Coordinator for Lutheran Family Services. Shirley Terry from LFS, Carly from Mourning Hope, and I will be visiting with the candidates on Tuesday, January 26th. This person will be doing a community assessment and working on providing services to families in this area. I am very excited to have someone in this position so that we can really begin our Non Profit Campus coordination piece.
5. We still have not been told when the Willard child care staff will be able to receive the Covid 19 Vaccine. We will keep you updated when we are given a date. In the meantime we are still dealing with the staff that test positive or have been exposed and are keeping shifts full and in child care licensing ratio.