

# Hutch Kids Child Care Center Board of Directors Meeting Minutes

9/21/06 | J2-108

**members present:**

Joe Boyt, Emily Li, Katie Morrison, Karma Kreizenbeck, Neil Hickey, Steve Johnson, Sarah Wallace, Dana Panteleeff, Nancy Myles, Misti McKenna

**members absent**

Mark Forehand

item	discussion	status/action
1. review and approval of 2006.08.17 minutes	Steve motioned to accept minutes with one correction in the wording of Nancy's director's report per Nancy's revision suggestion, Joe seconded Steve's motion. Motion carried	Dana to incorporate Nancy's revision and submit minutes to Lisa for Web posting.
2. status of action items from 2006.08.17		
<input type="checkbox"/> Dana to incorporate minor changes and submit to Lisa for web posting		completed. No further action required.
<input type="checkbox"/> Ming Ming to contact catering and puppets please marionettes to confirm date	Nov 16 confirmed with Puppets Please Marionettes. There was discussion regarding start time of Home Harvest, and it was agreed that 5:15 start time with puppet show at 6:30. Ming-Ming learned that all conference rooms across from the Double Helix are booked for that evening, thus there was discussion of changing the venue to PHS to lessen the noise impact on other previously scheduled events. The Board was also reminded of last year's shortage of macaroni and cheese.	Dana to assist Ming-Ming investigate using PHS conference rooms and perhaps eating area.
		Ming-Ming to double mac and cheese order through FHCRC catering.
		Ming-Ming to check with Jenni regarding our plates, cups, utensils status.
		Dana and Min-Ming to create sign up sheets for volunteers and potluck items.
<input type="checkbox"/> Ming Ming to follow up with board once date is confirmed		completed. No further action required.
<input type="checkbox"/> classroom reps then to email a welcome/introduction and save the date for home harvest		Nancy to ask Michelle to give classroom reps email listing to use to circulate "welcome" and "save the date" message

item	discussion	status/action
<input type="checkbox"/> Nancy to finalize date and follow up with board; <b>date changed to 9/26 at 11am in Kirkland</b>		meet at HK lobby at 10:30 to carpool, contact Steve for directions if interested in meeting at the Interact offices.
<input type="checkbox"/> Nancy to await permission to sell outside main entrance; <b>permission granted</b>		completed
<input type="checkbox"/> Board Members to email Nancy updated biographies prior to 8/25/06		Board members to view website and email changes to Nancy
<input type="checkbox"/> Neil to follow up with purchasing re: the purchase of digital cameras as approved by the Board at the July 06 meeting	Neil reported that he spoke with Joletta in purchasing. The Board may be able to use the HP points FH accumulates from purchasing HP products to procure cameras for no cost to us. There was discussion of which camera features and set up option would be easiest for teachers. The Board agreed we would be willing to change from the previously discussed Cannon model to an HP option.	Neil to follow up with Joletta and use FH points to purchase one Hewlett-Packard M425 model and accompanying dock for the Board to try out.
<input type="checkbox"/> board members to prioritize and be prepared to discuss at next meeting	The Board decided to discuss this later in the meeting under agenda item number 5.	
<b>3. committee reports</b>		
<input type="checkbox"/> social	Ming-Ming presented a "Parents' Night Out" idea used by another daycare facility. Discussion of the pros and cons of this type of event followed.	Parent Satisfaction Survey team to include question(s) on this topic to gauge interest and need in the HK community.
	Ming-Ming presented an idea for a book exchange. Nancy indicated that one option that HK staff, past Boards and parents have been amenable to is that families consider making a donation of a book to HK in their child's name on their child's birthday. Megan Shepler (Butler?) has expressed interested in coordinating this type of effort in the past.	Nancy to follow up with Megan to see if she would still be interested in coordinating.
<input type="checkbox"/> staff appreciation	Emily indicated she sent out a HK community-wide email describing the Staff Appreciation sign up sheet located in the lobby.	
	There was discussion regarding potentially using Board Member contributions to purchase a messenger bag with the HK logo for each staff member in lieu of two annual pizza parties. Alternatively, Logo sales could support this gift.	Nancy to bring in prototype and pricing information. Discussion to continue next meeting.
<input type="checkbox"/> fundraising	Steve reported that there were ~\$3000 in sales of logo items at the Employee BBO.	
	Sally Foster sales scheduled to "wrap up" next week. Two orders are currently turned in.	

item	discussion	status/action
	Nancy commented that the FH craft fair is scheduled to take place on the first Friday in December. The Board should plan to ask for volunteers to staff the raffle ticket table.	Dana to create volunteer sign up sheet for placement in the HK lobby
<b>4. director's report</b>		
Cascade Park	Nancy presented the Board with an update on a licensing complaint filed by a parent regarding Hutch Kids use of Cascade Park. There was approximately 30 minutes of discussion regarding this issue. The Board continues to support Nancy in her implementation of the current Hutch Kids Walk Policy.	none required at this time.
<input type="checkbox"/> 1st quarter operational budget variance report	Nancy presented current status of annual operating budget. Dana asked about how summer camp tuition is reported in this budget format.	Nancy to check with Michelle about how summer camp tuition checks are recorded.
<input type="checkbox"/> current account status of general fundraising account, staff endowment fund, year to date logo sales	Nancy presented FY2006 reports for both accounts and a YTD FY2007 for each account. Steve asked if there are cyclical patterns of training expenses for HK staff.	Nancy to investigate. Nancy also to investigate carryover balances from general fundraising budget.
	Nancy asked if anyone has been able to follow up with Marcia re: Amazon.com account	Karma to follow up with Marcia
<b>5. 2006-07 goal setting discussion. Discuss priorities, determine goal leaders</b>	The Board members selected 1-3 goals to which s/he would like to contribute. Goal leaders were selected. It was determined to solicit the parent community for additional input for the goals of playground options, parent satisfaction survey, and staff benefits evaluation.	Dana to email Misti short blurb for October newsletter to ask for parent volunteers for the three mentioned subcommittees.
<input type="checkbox"/> Parent Satisfaction survey; Dana, Emily, and Karma will coordinate	Dana and Chris Li are goal leaders. Emily and Karma also will help coordinate. Ming Ming and Katie also interested.	Board members to brainstorm topics that may be of interest to parent community and email to Dana prior to October meeting.
<input type="checkbox"/> playground options; investigate long and short term options, potential grant sources	Misti is goal leader. Ming Ming, Sarah, Steve, Kaite, Joe, Emily, Dana also interested.	
<input type="checkbox"/> HK employee benefits: generally discussed in more depth during budget prep process	Sarah is goal leader. Karma and Dana also interested.	
<input type="checkbox"/> Board member terms	tabled.	
<input type="checkbox"/> further evaluation of fundraising projects/recipients (to be led by fundraising committee)	Fundraising committee will coordinate.	
<input type="checkbox"/> staff endowment fund uses; short and long term options	Sarah and Karma interested.	
<input type="checkbox"/> on-line logo store	Steve and the fundraising committee will coordinate.	

item	discussion	status/action
6. Open for new business	Sarah asked about the duct tape on the playground climber. Misti responded, indicating that a support rod had come loose and a work order for repair has been submitted. Nancy requested that if parents approach Board members about topics of this nature, we ask them to talk to Nancy, Misti, or Michelle directly.	none required at this time.

next meeting: October 19, 2006  
3-5 pm | J2-108