

**Hutch Kids Child Care Center Board of Directors Meeting Minutes FINAL**

7/19/07 | J2-108 | 3-5pm

**members present**

Sarah Wallace, Steve Johnson, Mark Forehand, Katie Morrison, Nancy Myles, Joe Boyt, Lori Kenyon, Dana Panteleeff

**members absent**

Ming-Ming Tung-Edelman, Emily Li

item	discussion	status/action
<b>1. Review and approval of 2007.05.17 and 2007.06.21 minutes</b>	no changes to draft were suggested. Regarding May, Mark motioned to approve and Steve seconded the motion. Regarding June, Steve motioned, and Mark seconded the motion. Both meeting's minutes were unanimously approved.	none needed.
<b>2. status of misc action items from 2007.06.21</b>		
<input type="checkbox"/> election status	Nancy reported that she received 48 completed and valid ballots. Families were asked to vote for 6, so she could not count those with more than 6 candidates marked. There was some discussion regarding whether the election should be extended in case families are on vacation and haven't had the opportunity to vote. It was decided that given that there are ~70 mailboxes, the minimum requirement of a 30% response rate from the membership has been surpassed, and that the nomination and election process has already been extended a couple times, the Board agreed unanimously to close the election. Nancy and Katie will recount the ballots and Katie will contact all candidates to inform them of their status.	none needed.
<input type="checkbox"/> Dana to convert minutes to pdf files for Misti to upload onto the web	Dana reported that she provided Misti with pdf versions of the past year's minutes. Misti indicated that this seems to have fixed the compatibility issue and she will finish uploading them soon.	none needed.
<b>3. committee reports</b>		
<input type="checkbox"/> social	no report.	
<input type="checkbox"/> staff appreciation	no report.	
<input type="checkbox"/> fundraising		
Mark to send email describing eScrip out to parents	Mark provided a draft via email of a letter describing the eScrip program and how to participate. It was suggested to have a screen shot example of what the link looks like. Nancy offered to log in and see how easily navigated the sign up process is and see if there is a good screen shot to include in the email. She also offered to send out the email via the general list serv.	Nancy to pilot sign up process, decide if there's a useful screen shot, and release to the families.
Steve to contact the parent who suggested the Fair Exchange coffee fundraiser and explain rationale for not pursuing this idea.	no discussion required.	
<b>4. director's report</b>		
Staff Endowment gifts	Katie moved to provide the staff (employed by 6/15/06) with gifts of \$150 each, and student employees with \$75. This totals to \$6900 and is within the estimated YTD interest accrued on the Endowment balance. Sarah seconded, and the motion was unanimously approved. Nancy indicated she will work with Linda Bakke (former Board president) to acquire gifts cards in a manner that avoids having to pay fees.	none needed.
Board transition	There was general discussion regarding how to most effectively bring on the next Board. Based on availability of new members, we'll aim for a joint outgoing/incoming board meeting on next Thurs. This will be a short 1 hour meeting with plans to have a retreat soon for team building and goal setting discussions.	Steve, Sarah, and Dana to meet with Nancy to set agenda for next week's meeting. Board member to write down notes for next year's groups describing what worked and didn't work for them as officers, classroom reps, committee chairs.

item	discussion	status/action
6. <b>New Business</b>	Nancy introduced our newest Board member. Lori Kenyon will be taking Neil's place as the representative from Human Resources. Welcom Lori!	