

Hutch Kids Childcare Center Board of Directors

Meeting Minutes

Date: September 20, 2007

Time: 3:00 – 5:00 p.m.

Location: J3-102

Present: Glenn Hampson, Lisa Johnson, Steve Johnson, Lori Kenyon, Jennifer Mahlum, Nancy Myles, Heidi Unruh, Sarah Wallace

Guest: Misti McKenna

Item No.	Topic	Discussion/Issue	Board Decision/Recommendation	Follow-up Tasks (Owner)
1.	Approval of previous meeting's minutes	Meeting called to order by Sarah. Sarah asked if there were any changes to the previous meeting's minutes and there were none. Steve motioned for approval of minutes as written; Heidi seconded.	Committee approved	Finalize and post to website (Dana and Misti)
2	Corporate Officer Registration	There's a new state law requiring all officers of a corporation, including board members, to register with the state. The push behind this is to ensure that corporate officers that are not eligible for unemployment benefits do not receive them.	All board members will complete and submit a completed registration form to Nancy or to FHCR General Counsels Office by 9/30/07. Ad hoc members are not required to submit.	Submit completed registration forms (All non-ad-hoc board members).
3	Election of Officers	Nancy reviewed the functions of the officers.	Steve is elected president. Glenn is elected vice president. Jennifer is elected secretary/treasurer	Steve will coordinate communication to parents via newsletter with Misti (Steve)
4	Committee and other board-related assignments	Nancy reviewed the function of the board-related committees, workgroups and other positions. 2 board members must be on each committee per our by-laws. The group nominated members for various assignments.	New Family Hostesses: Kathy and Jennifer Staff appreciation coordinator: Kathy Volunteer/Social Committee chair: Dana; committee members: Lori and Lisa Fundraising Committee chair: Glenn; committee members: Steve and Sarah	Steve will coordinate communication to parents via newsletter with Misti (Steve)

			<p>Food Committee chair: Heidi; committee member: Emily</p> <p>Communication Committee members: Jennifer, Heidi, Steve</p> <p>Classroom representatives: <i>Infant rooms:</i> Steve <i>Sea Otters/Dolphins:</i> Kathy <i>Starfish/Sea Horses:</i> Lisa <i>Wildflowers/Sunshine Kids:</i> Emily <i>Rainforest Kids:</i> Sarah <i>Moons and Stars:</i> Glenn <i>Trailblazers and Explorers:</i> Heidi</p>	<p>Have Michelle update and distribute parent directory to board members (Nancy)</p> <p>Send classroom rep template email to board members (Steve)</p>
5	Social Committee report	Home Harvest Festival is tentatively scheduled for Thursday, November 15, 2007 from 5:30-7:30.	Need to contact Food Services and Facilities to check on space availability for Double Helix Cafeteria and the Sze Conference Room on 11/15/07	Contact Food Services to reserve space (Lori)
6	Fundraising Committee report	<p>Glenn reported that HKCC has purchased 3 domain names for the on-line web store: www.fhcrcstore.com www.fhcrcstore.org www.sccastore.org</p> <p>Jenni has provided Glenn with current inventory information for loading to the website. Glenn has completed design of the store's homepage and will be establishing the merchant account for credit card charging in 2-3 weeks.</p>	<p>Lori strongly suggested that HKCC re-approach Human Resources about being the supplier for the 2008 Healthy Challenge participant incentives.</p> <p>Need to have on-line website functioning by mid-November for holiday-related purchases.</p>	<p>Establish merchant account (Glenn and Nancy)</p> <p>Contact HR about Healthy Challenge incentives (Nancy)</p>
7	Financial Reports	Nancy reviewed the financial reports distributed to the board: FY07 operational end-of-year report FY08 operational budget to date FY07 fundraising end-of-year report FY08 fundraising budget to date	Due to time constraints, the board postponed review and discussion of the logo report and budget to the October board meeting.	Add logo report and budget discussion to 10/07 board meeting agenda (Jennifer)

		<p>FY07 logo sales end-of-year report FY08 logo sales budget to date</p> <p>The board had many questions and suggestions for Nancy about the reports. Nancy notified the board that there was a significant expense charge to the FY07 operational budget because HKCC will now be using FHCRC accounting systems to manage HKCC's accounts. This is a one time charge that will keep the charges much more timely in the accounting system.</p>		
8	Staff survey	Nancy reported that Misti and she are working on a staff survey. It should be ready in late November or December	The board requested to review the survey before it is sent to staff	Bring staff survey to 11/07 board meeting (Nancy and Jennifer)
9	Parent Volunteer Discussion	Ideas for increasing volunteering for Logo Sales and Staff Meetings	Due to time constraints, the board postponed this discussion	Add discussion to 10/07 board meeting agenda (Jennifer)
10	Next steps from the Retreat	<p>At the end of the retreat on 9/7/07, the board narrowed it's focus areas to two:</p> <ol style="list-style-type: none"> 1. Communication/Parent involvement 2. Finance/Resources <p>The board discussed approaches for next steps.</p>	In order to keep momentum from the board retreat, the board decided that the Executive Committee will meet before the next board meeting to plan next steps.	<p>Executive Committee will meet prior to 10/18/07 meeting (Steve)</p> <p>Add to agenda (Jennifer)</p>
11	<u>Addendum</u> : Selection of board members to serve 2 year terms	After the meeting, it was realized that the board had not selected the 3 members that will serve 2 year terms. An email was distributed to the board requesting recently elected members to respond if he/she is interested in serving a 2 year term on the board.	Heidi, Kathy and Lisa agreed to serve 2 year terms.	N/A