

FCCC Board Meeting Minutes

October 24, 2017

Present: Raechel Coates, Greg Wetmore, Jess Roney, Sarah May, Ryan Kavanaugh

Regrets: Sara Schreffler

Approval of Minutes

The Minutes from the Board Retreat were approved.

Debrief from FCCC Annual Meeting and Open House

- Went well, though the Board expressed concerns that it seemed lightly attended.
- Possible ways to improve
 - Suggest organizing earlier in the year, preferably late September (may mean board meeting to organize it needs to be earlier)
 - Better organization by the Board about what everyone is going to say
 - Hold in front glass room to improve attendance?
 - Need to think about ways to get parents to attend
 - Feed children?
- **ACTION ITEM:** Think about how to improve attendance next year. Plan earlier, more thoroughly.

Finance's Report (Susan):

- Susan cannot attend this meeting.
- Raechel will notify Susan of coming quarterly moving forward. She will come to December, March, June meetings.

By-Laws Review

- 4.03: George working on Development Committee language
- All other edits approved.
- **ACTION ITEM:** Jess will approve all edits, get George's language, and then send for final review at next Board meeting.

Director's Report.

- Smart lunches rolled out and seeing an average of 25 lunches per day. Seamless so far and good start to the program.
- No more feedback on pizza day.
- Smart lunches is a 5-day minimum, 10 lunches (at least) per day.
- This is a transitional program to eventually get us to including lunch in tuition.
- Replacement of flooring (care bears, bear cubs, cuddle cubs). Raechel mentioned to Friends Center and they seemed to understand and potentially cover the costs for the bathroom floors. Centerwide, we'll need to replace all the tile floors. Friends Center is very slow to move on these type of things.
- Talk with George – any platform to use the new lease to push for replacement of floors.
- **ACTION ITEM:** Raechel will invite Chris (ED for Friends Center) to Nov. 28th meeting just for meet and greet with Board.

- DHS wants us to move to a format where parents sign and date every 6 months (all forms). Raechel will just add a 6-month line to the current paperwork for parents to sign/date at that time. Raechel will handle, no need for Board review/approval.
- American Friends Service Committee - asking for one time gift.
- **ACTION ITEM:** Raechel will send copy of old letter and do a new letter. Board will review and send on Board Letterhead. Raechel to CC: her personal contact there. Include data/#s in the new letter and explicitly state we cannot afford to continue giving this benefit without their support.

Committee Reports

Finance

- Mistakes made last year. Careful monitoring moving forward. We ended up in a better spot than we thought because of careful operating over the year.
- Nothing discernable in the financials being one month in. We won't have anything substantial to discuss until end of Q1.
- FY18 – explore options around the money market account – connect with someone at TD Bank that deals specifically with nonprofits.
- We start the year with a \$14k deficit this year. If we can make 3% on the money market account, we'll almost break even.
- Determine what our rainy day fund should be. We have insurance that will cover operating expenses but exactly how much? Need an annual review of our insurance.
- Check with Friends Select about how they manage their large endowment and budget. Outreach should come from the Board. Board sends letter to their Board asking for a new partnership – sharing best practices, etc.
- Raechel will still connect with Michael Gary, Head of School. Opportunity for teachers to understand how best to prepare pre-k for kindergarten. Maybe a teacher representative from Friends Select to come present.
- Need to figure out a secure portal on our website. Raechel will work on getting a quote from someone in-house. Isaiah hasn't gotten back with a plan/quote.

Trustee

- No report

Development

- No report

Next meeting: November 28.

Future meetings: Dec. 19, Jan. 23, Feb. 27, Mar. 27, Apr. 24, May 22, Jun. 26

Committee Assignments 2017-18

Finance: Ryan, Sara S.

Trustee: Jess, Greg

Development: George, Sarah M.