

FCCC Board Meeting Minutes February 27, 2018

Present: Raechel Coates, Ryan Kavanaugh, George Milner, Sarah Schreffler, Jess Roney, Greg Wetmore

Regrets: Sara May

Approval of Minutes

The Minutes from the previous Board meeting were approved with the amendment that George arrived late (and should not be in the “regrets” column).

Director’s Report.

- Working on getting cheer leaders for all the rooms. Still need them for Care Bears; PJs; and Quads.
- Report on Auction (see Fundraising below)
- Chris Moore has concerns about allowing child care to use space in second and third floors – we were going to use it for the Super Bowl party but the day of Chris disallowed use of MLK Room for childcare
 - Lease doesn’t mention any restrictions to space – we are supposed to have access to all common spaces (no differentiation from other tenants)
 - Larger problem is the lack of clear communication
 - QUERY: Is there is anything in writing that prevents us from using that space?
 - How does the lease define the spaces in the Center and our rights to use it; are there clear rules about swing spaces and the ability to reserve it; what are the liability issues?
 - Raechel has asked two parents who are architects to look into the rules. Are we not supposed to be in MLK Room?
- Responses to Smart Lunches survey – ten responses
 - Everyone surveyed okay with cost; some concerns about picky eaters
 - Raechel took away that she needs to do more to talk up the service more and what it provides – post on bulletin boards
- Working on meeting with Michael Gary – he’s very busy with admissions right now
 - **Ongoing action item** Discuss with FS disparity between benefits provided by FCCC and contributions from our partners – still working on this
- Going to send Board an updated list of which teachers still need “thank you”
- Emailed Peter about his contact at Law Works – speed things along – inquiring about about legality of offering a sliding pay scale for different constituents, depending on circumstances – **in process** (haven’t heard back from Peter yet)

By-Laws Review (**ONGOING**)

- Section 4.03: George wrote language for Fundraising committee – we will circulate via email to everyone
 - **ACTION ITEM:** Board will review and discuss at next meeting (George will also circulate via email) – **in process**

- **ACTION ITEM:** Next meeting discuss writing process documents/"charters" for particular committees
 - In November Ryan said he will look at Finance; George said has examples to send Jess and Greg for Trustee Committee
 - These will lay out processes for committees?

Committee Reports

Fundraising

- Auction committee soliciting donations
 - Our copier company donated \$500 to use for printing
- Made calls to our founding partners relating to the Auction, getting lots of positive response - looking to get people to come and to get one-time donation from those organizations
- Auction committee has a goal of 100% parent participation – trying to encourage by having a barometer for each classroom
 - Encourage parents who can't come to make a small donation instead; maybe sponsor a teacher

Finance

- Written report sent via email
- We're almost halfway through our fiscal year (end of January)
- We look to be in good shape from a revenue perspective – enrollment has been high
- As far as expenses go, Raechel and Susan are working together to keep costs down
- Still thinking about what to do with our nest egg – looking for someone who works in non-profit investment – looked at TD Bank, where most of our money is, but they don't have a service for anything like this
 - Query whether just choosing a conservative CD and put the money there – worth calling Vanguard or TD? If we go through TD Bank or Vanguard, what are the fees?
 - Plan is to keep some money liquid and park the rest where it can earn more money
- Accountant
 - **ACTION ITEM:** (left over from last time) Ryan will discuss with Susan possibility of starting an annual review – think about what she does with other clients – **in process**

Trustee

- No report
- **ACTION ITEM:** Draft a letter to put in cubbies to get parents involved – solicit areas of expertise that would be helpful: fundraising, finance,
 - Parent energy – community building – acknowledge

Next meeting: March 27.

Future meetings: Apr. 24, May 22, Jun. 26

Committee Assignments 2017-18

Finance: Ryan, Sara S.

Trustee: Jess, Greg

Fundraising: George, Sarah M.