

Willard Community Center
Board Meeting Agenda
For February 20, 2019

Meeting to be held at 12:00 pm at the Willard Community Center
“We help area residents grow, connect and contribute to our community.”

1. Consent Agenda – Ms. Knudson
Minutes from January 23, 2019
Financials – December 2018
Directors Report – February 2019
2. 2019 Budget Review (Budget to be handed out at the meeting.) – Mr. Pflanz
3. Parking Lot Maintenance Agreement with Mourning Hope – Ms. Knudson
4. Meet and Greet our new UNL Marketing Intern – Joel Beckwith
5. Discuss Cheever Construction nominating Willard for an “Excellence in Construction” Project Recognition – Ms. Soderling

Willard Community Center Board Meeting Minutes

Members in attendance; Kassy Knudson, Justin Pflanz and Emily Phelps. Others in attendance; Janelle Soderling, Sarah Reinke, Tabitha Love, Missy Wigley and Joel Beckwith

Board meeting 03/01/2019

February Board Meeting scheduled for 02/20/2019 canceled due to weather, was rescheduled for 03/01/2019.

12:00pm meeting called to order.

Introductions

All board members and directors introduced themselves to Missy Wigley and Joel Beckwith, who were sitting in on the board meeting as potential new members of the board. Joel and Missy introduced themselves; Joel, an Intern at UNL and Missy who works at Nelnet.

During Joel's introductions he spoke about campaign projects:

Joel would like to help Willard come up with new ideas to use the building, and marketing for the childcare. Ideas given that are cost effective are: social media, print media, reaching out to different demographics, and working with public relations. Joel would like to help in coming up with a unique fundraising campaign over social media that can go public. Example/comparison given; Ice Bucket challenge, to help raise money.

Miss Knudson asked for approval of the consent agenda, Mr. Pflanz moved approval, and Ms. Phelps Seconded.

2019 Budget Review

12:19pm Vice Chair, Just Pflanz, stated that our deficit is now reflecting approximately \$120,000 vs. \$130,000.

Trying to increase revenue, Justin moved onto using our vans to bus the kids from Roper's waiting list over to Willard. Justin recognized the concern of hiring additional staff and additional administrative work, but would make up the difference in income lost. Janelle recognized that all administration is on board with bringing Roper's waitlisted kids here for the purpose of income, However, logistics are not there with staffing and vans. The board continued with the conversation concerning the budget and the deficit and total profit loss from 2018. Justin would like to see a new budget that shows it more accurately since the renovation completed in 2018.

Sarah Reinke brought up that other early childhood education centers in Lincoln also have openings, where they used to be waitlisted. In general, this is a down year, and for Willard a rebuilding year for enrollment because of the renovation. Justin notes that we will not be voting on Roper yet, and will present at the next board meeting.

Justin commented, that we need to find ways to get money back into Willard's saving account by having our programs make money. Justin stated that breaking even would be beneficial. Justin commented that the Bingo Program and the Pre-K program are showing a negative income.

Janelle advised that she had given a tour to two of the Stephens & Smith construction employees; who are interested in holding monthly staff meetings at Willard which will bring in some revenue. Janelle advised one of them maybe interested in joining our board.

Another budget item discussed was the possible resignation of Kim Deveaux. Janelle Soderling, and Sarah Reinke had brainstormed some ideas with our accountant for a solution to keep Kim Deveaux staffed with Willard Community Center. Suggestions given: Increased salary, summers off or benefits. Janelle advised she doesn't know what it will take to keep Kim to stay on staff. Vice Chair, Just Pflanz, commented that he does not believe that any of the above solutions will be a permanent solution. Justin believes that offering her any of those scenarios will buy us time with her, but she wouldn't stay long. Board member Emily Phelps suggested taking down her work load. Sarah Reinke advised that we do try to help, but Kim does not like to delegate work or ask for help when needed. When help is offered Kim Deveaux turns down the offer.

Willard Community Center Board Meeting Minutes

Kassy, Knudson, Board Chair, advised she believes giving summers off are risky, and Justin, Vice chair, agreed while also pointing out that an increased salary is not worth keeping the Pre-K program running, since we are already at a loss of income/breaking even on income with the Pre-K program. Justin advised that he is already concerned about budget, and does not agree with a paid summer off or wage increase. Justin voiced concern about other long term staff asking for the same deals, then it becomes unfair because we cannot accommodate that. Sarah Reinke shared that she is worried if we cannot offer any solutions we will lose Kim. Kim already feels unappreciated. Kim Deveaux is the face of the pre-K and many families come and request her specifically. Other concerns with the potential loss of Kim. 1.) Hiring her position, but possibly the Teachers Aid position as well. Sarah is worried Brandy Messier could decide to leave if/when Kim leaves. 2.) The loss of material/supplies for pre-K as a large percentage of what Pre-K has are Kim's personal belongings. Janelle stated that we have offered to reimburse everything, but Kim would never turn in receipts. 3.) Coming to a halt with Step Up to Quality.

***Kassy & Justin suggested a 3-month sabbatical. Not to repeat annually, and Kassy will check with her legal team at Lincoln Industries to find out how things need to be conducted. ***

Parking Lot agreement with Morning Hope

Ms. Knudson made the motion for approval of the parking lot maintenance agreement with Morning Hope and splitting costs. Willard will be designated the North side of the parking lot and Morning Hope the South Side. Justin approved, Emily second, and motion was carried.

Cheever

Cheever is up for an Excellence in Construction award, Janelle Soderling wrote them a letter of recommendation. Sarah Reinke, brought up concern regarding our warranty with Cheever being up in May 2019. The question remains who is going to pay for the items that need fixed. Issues that are of concern are: the counter tops, and wood around the windows warping due to water damage. Justin suggested taking photos of all visual problems and making a time/date stamped list of items that need fixed so it can be turned into Cheever for warranty purposes.

New Board Member Vote

1:03pm Kassy, Knudson, Board Chair, asked for Missy and Joel to step out of the room as the board members voted on theme becoming new members.

Kassy, said that she believes both Missy, and Joel will bring relevance to the board, but is still concerned about the lack of diversity. Kassy pointed out that there will also be youthful ideas. Vice Chair, Just Pflanz, Motions, and board member Emily Phelps seconds. Motion carried and Joel and Missy were brought back into the meeting and welcomed as new board members.

New Agenda Item; Drop Box Expanded Storage

Subject: Drop Box and Google Drive, which one is better to use for campaigns, grants, QuickBooks etc. what is the cost difference, storage, PW and sharing capabilities.

Kassy, Knudson, Board Chair, advised Missy, new board member, that she would like to start next board meeting off with her ideas on marketing, building rentals etc. Missy and Joel had small conversation about utilizing 10/11 or KLKN news stations. Missy advised that she can be in contact with Mom's Everyday news reporter. Missy advised that the reporter used to be Nikki Bates but she left for NET. (Subject to continue at next Board meeting.)

Meeting adjourned at 1:16PM

Minutes submitted by Tabitha Love, Assistant program Director

Willard Community Center

Director's Report for February 20, 2019

1. We participated in the Early Childhood Family Fair held at Gateway Mall on Sunday, February 17th from 2:00 to 4:00 pm. Sarah and Tabitha planned a great craft for the kids at our table decorating crowns and we were the most popular table there. We talked to a lot of families and handed out a lot of information and encouraged families to come to our Preschool and Pre-K Open Houses on February 23rd. I am planning on getting more registrations from this event.
2. Our Letter of Intent was accepted by US Bank and our grant was submitted on February 13th. We have requested \$11,969.00 for swimming passes, field trips and afternoon snacks for the summer program.
3. I am able to rent manikins for CPR Classes from the Nebraska Safety Council for about \$145.00 each time. I currently have them rented for Febr. 21-24 and March 7- 10 to teach more CPR classes to our staff. I can apply to the Lincoln Community Foundation Quick Response Grant application on their website, <https://www.lcf.org/helping-nonprofits/quick-response-grants> if we think that we want to buy a set of manikins for ourselves. We could rent them out to other child cares to use if they had a certified instructor. I am working with Michelle Paulk from LCF to see about how we could coordinate with other child cares.
4. I have met with our intern from UNL, Joel Beckwith, and he is excited to start working on the board and on the marketing piece for Willard. You will meet him at this board meeting. He is going to share what he will be able to do for Willard.
5. I have a meeting set up on February 21st with Audrey from the Nebraska Presbyterian Foundation about new grant funding that will be available this year for serving the elderly. I am excited about what she will be able to share with us and if she thinks we could apply for our adult program for funding.

HOURLY WAGE WITH ESTIMATED PERCENTAGE INCREASES FOR FULLYEAR AT 52 WEEKS AND SCHOOL YEAR AT 41 WEEKS

% increase	per hr wage w/ increase	annualized salary	weeks working	add benefits	TOTAL our cost working 52 weeks WITH benefits	Give 40 more hours of PTO time (120->160) our cost (40 x hrly wage) PLUS covering her shift \$9/hour x 40	Total our cost working 52 weeks WITHOUT benefits BUT GIVING 40 more hours PTO	TOTAL our cost working 52 weeks WITH benefits AND 40 more hours PTO	% increase	per hr wage w/ increase	annualized salary	weeks working	Willards cost to cover summer shifts (11 weeks, 8 hour days, \$9/hr)	Our cost Total WITH summers off, NO benefits	Give 40 more hours of PTO time (120->160) our cost (40 x hrly wage) PLUS covering her shift \$9/hour x 40	Total our cost summers off WITHOUT benefits BUT GIVING 40 more hours PTO	Benefits	TOTAL our cost- summers off WITH benefits but NO extra PTO	TOTAL our cost- summers off WITH benefits AND GIVING 40 hours additional PTO	
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 11,030.00	\$ 41,460.40	\$ 945.20	\$ 31,375.60	\$ 42,405.60												
2.00%	\$ 14.92	\$ 31,039.01	52	\$ 11,030.00	\$ 42,069.01	\$ 956.90	\$ 31,995.91	\$ 43,025.91												
5.00%	\$ 15.36	\$ 31,951.92	52	\$ 11,030.00	\$ 42,981.92	\$ 974.46	\$ 32,926.38	\$ 43,956.38												
Add your own percentage below																				
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 11,030.00	\$ 41,460.40	\$ 945.20	\$ 31,375.60	\$ 42,405.60												
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 11,030.00	\$ 41,460.40	\$ 945.20	\$ 31,375.60	\$ 42,405.60												
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 11,030.00	\$ 41,460.40	\$ 945.20	\$ 31,375.60	\$ 42,405.60												
Add your own percentage below																				
0.00%	\$ 14.63	\$ 23,993.20	41	3960	\$ 27,953.20	\$ 945.20	\$ 28,898.40	\$ 38,983.20												
2.00%	\$ 14.92	\$ 24,473.06	41	3960	\$ 28,433.06	\$ 956.90	\$ 29,389.97	\$ 39,463.06												
5.00%	\$ 15.36	\$ 25,192.86	41	3960	\$ 29,152.86	\$ 974.46	\$ 30,127.32	\$ 40,182.86												
Add your own percentage below																				
0.00%	\$ 14.63	\$ 23,993.20	41	3960	\$ 27,953.20	\$ 945.20	\$ 28,898.40	\$ 38,983.20												
0.00%	\$ 14.63	\$ 23,993.20	41	3960	\$ 27,953.20	\$ 945.20	\$ 28,898.40	\$ 38,983.20												
0.00%	\$ 14.63	\$ 23,993.20	41	3960	\$ 27,953.20	\$ 945.20	\$ 28,898.40	\$ 38,983.20												
Add your own percentage below																				
SALARY WAGE BASED ON FULL TIME EQUIVALENT																				
Salaried position with summers off - works 41 weeks a year @ 46-48 goyrs per week = 1,886 to 1,968 hours, 11 weeks off for summer. (FTE = .91 to .95)																				



Salary wages based on Full Time Equivalent - See page one for more details

% increase	per hr wage w/ increase	annualized salary	weeks based on	annual salary based on .91 FTE	Willards cost to cover summer shifts (11 weeks, 8 hour days, \$9/hr)	Our cost Total WITH .91 FTE, NO benefits	Give 40 more hours of PTO time (120->160) our cost (40 x hrly wage) PLUS covering her shift \$9/hour x 40	Our cost Total WITH summers off based on .91 FTE, BUT GIVING 40 extra PTO hours	Benefits	Our cost TOTAL WITH summers off based on .91 FTE, WITH benefits, but NO extra PTO time	Our Cost TOTAL WITH summers off based on .91 FTE, WITH benefits AND extra PTO time
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 27,691.66	3960 \$	\$ 31,651.66	\$ 945.20	\$ 32,596.86	11030	\$ 42,681.66	\$ 43,626.86
2.00%	\$ 14.92	\$ 31,039.01	52	\$ 28,245.50	3960 \$	\$ 32,205.50	\$ 956.90	\$ 33,162.40	11030	\$ 43,235.50	\$ 44,192.40
5.00%	\$ 15.36	\$ 31,951.92	52	\$ 29,076.25	3960 \$	\$ 33,036.25	\$ 974.46	\$ 34,010.71	11030	\$ 44,066.25	\$ 45,040.71
Add your own percentage below											
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 27,691.66	3960 \$	\$ 31,651.66	\$ 945.20	\$ 32,596.86	11030	\$ 42,681.66	\$ 43,626.86
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 27,691.66	3960 \$	\$ 31,651.66	\$ 945.20	\$ 32,596.86	11030	\$ 42,681.66	\$ 43,626.86
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 27,691.66	3960 \$	\$ 31,651.66	\$ 945.20	\$ 32,596.86	11030	\$ 42,681.66	\$ 43,626.86
Add your own percentage below											
% increase	per hr wage w/ increase	annualized salary	weeks based on	annual salary based on .95 FTE	Willards cost to cover summer shifts (11 weeks, 8 hour days, \$9/hr)	Our cost Total WITH .95 FTE, NO benefits	Give 40 more hours of PTO time (120->160) our cost (40 x hrly wage) PLUS covering her shift \$9/hour x 40	Our cost Total WITH summers off based on .95 FTE, BUT GIVING 40 extra PTO hours	Benefits	Our cost TOTAL WITH summers off based on .95 FTE, WITH benefits AND extra PTO time	Our Cost TOTAL WITH summers off based on .95 FTE, WITH benefits AND extra PTO time
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 28,908.88	3960 \$	\$ 32,868.88	\$ 945.20	\$ 33,814.08	11030	\$ 43,898.88	\$ 44,844.08
2.00%	\$ 14.92	\$ 31,039.01	52	\$ 29,487.06	3960 \$	\$ 33,447.06	\$ 956.90	\$ 34,403.96	11030	\$ 44,477.06	\$ 45,433.96
5.00%	\$ 15.36	\$ 31,951.92	52	\$ 30,354.32	3960 \$	\$ 34,314.32	\$ 974.46	\$ 35,288.78	11030	\$ 45,344.32	\$ 46,318.78
Add your own percentage below											
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 28,908.88	3960 \$	\$ 32,868.88	\$ 945.20	\$ 33,814.08	11030	\$ 43,898.88	\$ 44,844.08
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 28,908.88	3960 \$	\$ 32,868.88	\$ 945.20	\$ 33,814.08	11030	\$ 43,898.88	\$ 44,844.08
0.00%	\$ 14.63	\$ 30,430.40	52	\$ 28,908.88	3960 \$	\$ 32,868.88	\$ 945.20	\$ 33,814.08	11030	\$ 43,898.88	\$ 44,844.08