

Willard Community Center Board of Directors Meeting Agenda
April 15th, 2020
12:00 pm at the Willard Community Center
YOU WILL BE INVITED TO JOIN A ZOOM MEETING.
“We help area residents grow, connect and contribute to our community.”

AGENDA

1. Consent Agenda – Ms. Knudson
Minutes from March 18, 2020
Financials for February 2020
Director’s Report for April
2. 2019 Audit and 990 – Review and Approval – Ms. Hein
3. 2019 Annual Report – Ms. Reinke and Ms. Soderling
4. Child Care Updates – Ms. Reinke
5. Golf Tournament Planning – Ms. Reinke
6. Grant and Fund Raising Development – Ms. Hein and Ms. Soderling

Willard Community Center Board of Directors Meeting Minutes from Annual Meeting April 15, 2020

Members in attendance through this Zoom internet meeting: Kassy Knudson, Justin Pflanz, Michele Lueders, Irene Delozier, Johanna Hannemann, Carolyn Kortmeyer, Emily Phelps, and Brett Richert.

Others in attendance: Janelle Soderling, Renee Hein, Sarah Reinke and Tabitha Love.

Ms. Knudson called the meeting to order at 12:02 pm. She called for a motion to approve the consent agenda with the removal of the February financials since we did not get them from Dopolittle & Lloyd. Ms. Phelps made the motion to approve. Mr. Pflanz seconded. Motion carried.

Ms. Hein reported that the Paycheck Protection Program loan was approved for \$115,000.00. We have not heard back from Lincoln Community Foundation about the Covid Relief Fund as of yet.

Financials - Ms. Knudson asked Ms. Hein to address the 2019 Audit that had been received from Dana Cole on 4-14-20. Ms. Hein stated that she had reviewed it all and said that it all looked good as far as the numbers. It just needs to be approved and signed. Union Bank had to mail letters back to Dana Cole and donor letters went out to confirm audit amounts but otherwise everything in final. Ms. Knudson said that nothing looked surprising on the audit from what we already anticipated. Ms. Delozier commented that it all looked good. Mr. Pflanz made the motion to approve the 2019 audit. Ms. Kortmeyer seconded the motion. Motion carried.

Ms. Soderling asked about when we would see the 990 from Dana Cole. Ms. Hein said that she would email them and ask. The board agreed to approve the 2019 990 by email vote after we receive it.

2019 Annual Report - Ms. Soderling presented the Annual Report and thanked Ms. Reinke for doing all of the design layout. It had been emailed earlier to the board so only a few mistakes were found. Revisions will be made and resent to the board. 2019 was our Program Enhancement Year as stated in the Impact Statement in the Annual Report. Ms. Knudson asked for a motion to approve the 2019 Annual Report. Mr. Pflanz made the motion to approve with the revisions. Ms. Phelps seconded the motion. Motion carried.

Program Updates- We have a low attendance currently due to Covid 19 due to parents not working and sheltering in place. When we first started registration for care when school dismissed we had 65 children registered on March 23rd. On March 30th that number went down to 35 children and now we are currently at 25 children. We have 17 children on either Title XX or Lincoln Littles funding. We hope to see enrollment increase as parents go back to work.

Ms. Reinke discussed the Summer Program and that we don't know what that will look like and no plans have been made as of yet. With the regulation that we only have 10 children per classroom this allows us to have 80 children this summer, including the Pre-K House. We will fill up with 80 and then put everyone else on a waiting list.

Ms. Reinke shared that she had requested \$1,000 from the Buffet Foundation.

Reimbursement for Child Care Fees – Discussion was held about how to handle the reimbursement of Child Care Fees. We have children that will be going into 6th grade and have grown out of our program, some families have moved out of the area, and some will be able to use their credit for care now or this summer. Mr. Pflanz stated that he feels that we need to give the money back since this was not their fault or our fault that the Before and After School Programs were closed. Ms. Delozier agreed that we need to make good on that. Ms. Lueders suggested that in the letter we send out about the reimbursement that we should give families the option to donate their credit back to Willard.

Ms. Delozier also said that while we have the PPP loan to pay all of our bills now. Mr. Pflanz asked if we continue to have class size restrictions for the summer program and we don't receive any more financial help how long can we stay open? Ms. Delozier said that Ms. Hein will have to do some research to see how long we can sustain without any grants. Mr. Pflanz would like to review this and within 3 months we should have a meeting with the

City about what we are going through and what their thoughts are. Ms. Delozier agreed about that conversation but with the City dealing with so many issues as well that they may not be able to help with child care right now. Ms. Hein will put together projections for what our future financials will look like.

Golf Tournament- Ms. Soderling had sent out an email about the Golf Tournament that we had scheduled for July 25th to ask if we should reschedule. She had called Dennis at Highlands to see if a later date, October 11th, was still available. Mr. Mumaugh had suggested asking about dates in August or September. Ms. Delozier doesn't see the quarantine ending so feels that October would be a safer date. Everyone feels it will be harder for businesses to donate this year and would we even get very many donations. Mr. Pflanz suggested pushing it back to October. Ms. Kortmeyer asked if the golf course would waive the fee or do a discounted fee. Ms. Soderling will talk to Dennis again and see if there would be a late September date. Maybe if the golf tournament can't happen this year we could instead we do a virtual fundraiser. We need to get creative.

Grant Updates - To date we have received funding from the Paycheck Protection Program for \$115,000 and have requested \$1,000 from the Buffet Foundation. We have requested \$75,000 from the Lincoln Community Foundation Covid 19 Relief Fund. The grant to Community Health Endowment is on hold until further notice and we will not hear back from Woods Charitable Fund until May. Ms. Soderling is working on the grants for United Way. Their site visits will be through Zoom Meetings this year on April 30th. Ms. Jo Pflanz submitted a grant to Costco for supplies. Ms. Delozier asked if we have ever looked into the Panda Cares Grant through Panda Express.

Covid 19 and Other Updates - The Admin staff are participating in the Nebraska Early Childhood Professionals zoom meetings every week. Through this group we were able to get 2.5 gallons of hand sanitizer donated by UNL. This group is also working on getting more thermometers.

Ms. Jo Pflanz made fabric face masks for all the Willard Staff and is willing to make more if needed. We are currently not wearing masks in the building but do when we go out. More discussion was held about wearing masks and the info that has been shared. Ms. Knudson suggested to the board to watch for anything that might help Willard during this time.

Ms. Delozier asked about when Mourning Hope will be moving into their building. Ms. Soderling said they hope to be in the end of May. Ms. Delozier asked if we could partner with them during the summer for capacity numbers to get staffing numbers back up. Ms. Soderling will have a conversation with Carly.

Ms. Delozier left the meeting at 1:02 pm.

Ms. Soderling discussed that Allo had come in and hooked up everything so that we could start to get our 10 years of internet free. What she didn't realize was that they we still had another year on our contract with Spectrum so to cancel that we will need to buy out of our contract for \$5,000. Mr. Pflanz said to make the switch to Allo and give notice to Spectrum and just pay the monthly bill to Spectrum until we are done with them.

Meeting was adjourned at 1:08 pm.

Director's Report for April 15, 2020

1. Allo Communications finished up the installation of our internet and phone system today, 4-10-20. It seems like it has taken a long time but we had to coordinate Allo, Tech Allies, and Bizco to make sure that everything was in working order. It took two separate visits and the hookups were done remotely when possible. We got the new internet service just in time so that we can handle all of the children here at Willard on their Chromebooks working on their school work all at the same time. So far it has been working great. Thank you Allo Community Connect Program for the next 10 years of free gig internet compliments of the City of Lincoln and Allo Communications.
2. The Community Health Endowment Grant has been put on hold until further notice. Renee and I interviewed three strategic planners and have quotes for all three but now will have to wait. I am hoping that this won't happen with other funders and grants.
3. WCC had 39 part-time employees working in 4 childcare sites. Due to a variety of circumstances related to COVID-19, we lost 17 part-time staff but have retained the remaining 22 plus 8 full-time positions. We are making every effort to keep existing staff on the payroll with proactive planning, networking, and training. Factoring our current staff numbers, our considerable space, and the enforcement of 10 children per room, we calculate that Willard can provide excellent daycare for 70 children. We currently only have 23 grade school age, 4 Preschool and 4 Pre-K kids attending. We are using social media platforms, LPS contacts, funding partners like United Way and Lincoln Littles, and associate daycare facilities to spread the word about our openings.
4. There are no community groups, scouts, or swordfighters using the building. Everyone is practicing social distancing and not meeting in groups larger than 10 people. Many room reservations have also been cancelled. LPS graduation has been pushed back to the end of July so graduation parties are being pushed back also.
5. Sarah, Tabitha and I are also practicing social distancing. We are taking turns so one of us is home for a week while the other two are at Willard. If we have an outbreak or we have an exposure to Coronavirus the one at home should be Ok to take over the responsibilities.
6. We have had to change many of our policies and parent handbooks very quickly. We are also communicating with the staff on a daily basis and working with parents to make Willard as safe as possible so that we can remain open for business.