

Willard Community Center  
Board Meeting to be held on  
Wednesday night, February 19th, 2020  
Meeting to be held at 5:30 at Big Red Keno at 955 West "O" Street  
I will try to reserve their private room.  
"We help area residents grow, connect and contribute to our community."

AGENDA

1. Consent Agenda – Ms. Knudson  
Minutes from January 15, 2020  
Financials for December 2019  
Director's Report for February
2. 2020 Budget Presentation – Mr. Pflanz and Ms. Renee Hein
3. Update on the Step Up to Quality Child Care Accreditation – Ms. Love
4. Child Care Program Updates – Ms. Reinke
5. Grant, Fund Development and Marketing Updates – Ms. Soderling

Next meeting will be March 18<sup>th</sup> at noon at Willard.

**Willard Community Center Board of Directors Meeting Minutes for February 19, 2020**

Members in attendance at this meeting which was held at Big Red Keno. Kassy Knudson, Justin Pflanz, Irene Delozier, Johanna Hannemann, Carolyn Kortmeyer, Emily Phelps, and Brett Richert.

Others in attendance: Gwen Thorpe, Renee Hein, Sarah Reinke and Janelle Soderling.

Ms. Knudson called the meeting to order at 5:38 pm. She called for a motion to approve the consent agenda. Ms. Delozier made the motion to approve and Ms. Kortmeyer seconded. Motion carried.

Ms. Gwen Thorpe was introduced as a potential new board member. The board members all introduced themselves and welcomed Ms. Thorpe to the meeting.

2020 Budget - Ms. Knudson stated that the budget had been sent out via email earlier this week. She started the discussion about the 2020 budget and then turned it over to Ms. Hein to go through the changes that have been made since the last meeting. Ms. Hein stated that there have not been any big changes except that she has allocated admin expenses, salaries, payroll taxes and other expenses across the programs. We have some administrative costs that are fixed; such as the building. Depreciation is not a true cost. Ms. Delozier stated that she thought that the budget looked great. She just suggested that we use the word "revenue" instead of income. The IRS is getting stricter on the verbiage being used. Mr. Pflanz thinks this is a realistic view of the budget for the coming year. Annual price increases will get the programs on the right track so that we can give raises, etc. We have gone from a P/L of - \$50,000 to a + \$22,000. Ms. Knudson called for a vote to approve the 2020 budget. Ms. Phelps made the motion to approve. Mr. Pflanz seconded. Motion carried.

Mr. Pflanz stated that he had spoken to Mr. Mumaugh and he wanted it brought up that it seems to take so long to get our monthly financials from Doolittle and Lloyd. Having Ms. Hein at board meetings and keeping us up to date has kept us current on the budget and program costs. However, we don't pay a high fee for their services so we won't request a change for now.

Update on Step Up To Quality and additional child care information- Ms. Reinke reported that the Preschool and Pre-K observations made in December will be used to submit for our next level. Additional training will be required for level 3.

John Joyce, a 12-year Willard employee and Site Supervisor at the Roper Before and After School Program, has accepted a position as a custodian for LPS at Roper School. We will need to hire for his position. His last day is February 21<sup>st</sup>. The board suggested that we hire an interim supervisor for the remainder of the school year and then re-evaluate the position, pay, benefits and the person we hire. It was suggested that we write a grant to LCF to help us fund this position.

Ms. Reinke, Ms. Love and Ms. Kortmeyer ran a booth at the Early Childhood Family Fair held at Gateway Mall on Sunday, February 16th. They estimated that they had 72 children come to their booth to make crowns and receive a Willard magnet and information about our programs. They will request a new booth location next year as they felt that they were not connected to the rest of the fair booths that were in the middle of the mall and families didn't come all the way down to Dillard's to see visit the booths.

Summer enrollment has started and we have 7 children enrolled.

Grants, Fund Raising and Marketing – The grant written to Community Health Endowment is in Stage 1. We have to be invited to move on to Stage 2.

Mourning Hope is planning on moving into their new building around the 1<sup>st</sup> of May. They won't begin programming until August.

Willard, Mourning Hope, and City of Lincoln Parks and Recreation have been listed as partners in the Strive to Thrive grant with Community Crops to develop a Community Garden just west of the preschool playground. Hopefully we will be able to get everything ready to begin the garden in the spring of 2021. We also need to look at a grant for Seniors and the kids to do a generational activity together. Possibly with the Community Garden.

Lincoln Littles raised \$680,000 this year during the community wide campaign. Willard has submitted a grant with them again to provide scholarship funding for the Preschool and Pre-K programs for families that can't afford the fee.

It was addressed again that two floors of the building set empty most of the time and we need to get groups in here to rent out our space. Stephens and Smith brought in 150 staff members for a company training on February 19<sup>th</sup>. They used 3 classrooms and rotated their employees through the trainings. They utilized our vans and we transported their employees from Stephens and Smith to Willard and back. Mr. Richert said that he received great feedback from his employees. They will do a positive review along with photos for us to use on our website and Facebook. We can also make a flyer about renting our building.

Ms. Delozier requested that we need to review our employee sickness policies. We need to make sure that employees are reporting illness and not returning to work until they are fever free for 24 hours. They need to follow directions from their Doctor and report to the Health Department if necessary. We need to discuss this at our next meeting.

Meeting was adjourned at 6:41 pm.

## Director's Report for February 19, 2020

1. We have had to replace a fan motor for the second floor bathrooms and hallway. I kept getting alerts on my phone that the fan motor had failed. It was an expensive repair to the amount of \$1,477.89. Then I started getting alerts that the preschool room fan was also not working. That one just had a loose wire. I have asked Renee to add more money to the budget for building repairs.
2. We had another act of vandalism. The light that is about 3 feet high and shines on the ground by the south door was kicked by a couple of kids and broke at the base. I have JK Electric determining if we have to replace the whole light or just buy a new metal base for it. We gave the video footage to the police when we reported the vandalism but it doesn't show their faces.
3. Allo Communications has announced that 77 non-profits in Lincoln and Lancaster County will receive free internet for the next 10 years. This is very exciting news because we are one of the 77 non-profits. It will save us about \$4500.00 a year. They have already contacted me to get started hooking us up. Thank you Allo!
4. I am happy to say that Stephens and Smith Construction will be having a company training session here at Willard on February 19<sup>th</sup>. They are expecting about 150 employees to come for breakfast and the training. They will use 3 rooms and every chair we have in the building. Since parking is such an issue we are going to take the Willard vans down and pick up the Stephens and Smith employees and shuttle them to and from Willard that morning. Brett Richert and I will each drive a van and I will ask another employee to help with the shuttle service.
5. We have been struggling with employees and children having the flu, strep throat, and other viruses that are going around. Somebody has been gone from every program almost every day this month. I am ready for winter to be over. We are still hiring to cover all the positions and then staff call in sick.