

Willard Community Center
Board Meeting to be held on
January 15, 2020

Meeting to be held at 12:00 pm at WILLARD COMMUNITY CENTER.
“We help area residents grow, connect and contribute to our community.”

AGENDA

1. Consent Agenda – Ms. Knudson
Minutes from December 18, 2019
Financials for November 2019
Director’s Report
2. Introduction of potential new board member – Gwen Thorpe
3. 2020 Budget Presentation – Mr. Pflanz and Ms. Renee Hein
4. Collaboration updates from Mourning Hope and City Parks and Recreation – Ms. Soderling
5. Update on the Step Up to Quality Child Care Accreditation – Ms. Love
6. Child Care Program Updates – Ms. Reinke
7. Grant, Fund Development and Marketing Updates – Ms. Knudson and Ms. Soderling

The February Board Meeting will be held in the evening at a designated location for a social gathering and meeting.

Willard Community Center Board Meeting Minutes from January 15, 2020

Members in attendance: Kassy Knudson, Johanna Hannemann, Carolyn Kortmeyer, Emily Phelps, Brett Richert, and Will Toliver.

Members not in attendance: Justin Pflanz, Joel Beckwith, Irene Delozier, Michele Lueders, Joey Mumaugh and Lyle Wheeler.

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

Ms. Knudson called the meeting to order at 12:05 pm. She called for a motion to approve the consent agenda. Ms. Phelps accepted the motion. Mr. Richert seconded the motion. Motion carried.

New Board Member - Ms. Soderling told the board about Gwen Thorpe and that she is interested in being on the board. She was unable to make the meeting but will come in February.

2020 Budget Discussion - Ms. Hein went through the 2020 budget. Our interest rate will be lower and write offs have never been included in the budget before. We are currently showing expenses of \$876,760 and income at \$109,560. We will budget for a 2% increase for overall employee salaries but give a 3% salary increase to those that qualify and have been here for a year. Program service fees will increase 3%. Pre-K revenue is based on full enrollment. Preschool enrollment is based on 22 kids – 14 full time and 8 part time for the Spring, and for Fall, 18 full time and 14 part time. Ms. Reinke discussed the issues with the part time room. She wants to continue to work with LPS and try to enroll those students that are going to LPS for the Preschool Mentoring Program.

Ms. Hannemann came in at 12:15 pm.

The board requested that we rework income from preschool to not show so much profit. We will base revenue on 75% capacity by giving the best estimate for Fall numbers and break out the income from Lincoln Littles. Revisions will be made and sent out to the board for review. The board will formally vote on the budget in February.

Collaboration Updates – Ms. Kortmeyer reported that she had met with Mourning Hope, the City and Parks and Rec. The sign that we want listing all of us has to go through zoning to be approved. We each will have to have our own sign. They have to be 100 feet from any residence and 25 feet off the street or the City property line. Mourning Hope is considered a Non-residential health care facility so we will have to do a special permit for signage. Ms. Kortmeyer gave us a rough estimate of \$25,000 for a message sign. It would have a 5-year warranty on the message unit, depending on the model. Mr. Kortmeyer can do the software training but we would still have to pay for concrete, electrical, and permits. We need to have a design before the real amount can be determined. We could sell ads for 30 second spots on our message sign. Sign lights could be on at 6:30 pm and off at 10 pm.

Update on SUTQ – Ms. Reinke reported that the program evaluations went very well. We have the option to do the evaluations again but if we do worse the second time we have to stay with the last evaluation.

Child Care Updates – Ms. Reinke was pleased to announce that Preschool enrollment is full in the SW room with 24. Pre-K is at full enrollment with 20.

The next Board meeting will be held on February 19th at 5:30 pm at Big Red Keno on West O Street.

Director's Report for January 15, 2020

1. Holiday break for the elementary children went very well. The children had plenty of activities and games to keep them busy. They were also able to go outside quite a bit thanks to the nice weather. Parents had to sign up a head of time for their children to attend each day. Based on that sign up we anticipated 85 every day. We had an average daily attendance of 50. We don't know if the cost was a factor or if kids were sick and didn't come. We had enough staff for the 50 kids but if we would have had the 85 we would have been short staffed a couple of days. Thank you for giving the staff the extra day off on Monday, Dec. 23rd. It was very much appreciated. We provided care for 7 days of the Holiday break.
2. Our Willard staff Christmas party was so much fun. Sarah Reinke planned games and activities and everyone had a great time. We had the party on December 20th at Willard and we provided the main dish and everyone brought a side dish or dessert. A big thank you to the Willard Board of Directors for showing your appreciation this holiday by giving a card and a gift of \$25.00 cash to each employee. It means a lot to show your support of the work that they do for Willard and the children we serve.
3. I met with Megan McGuffey and Barb Brockley from Community Crops on January 8th. We discussed the possibility of using a section of our property on the west side of the building for a community garden. They seemed very interested and had been looking for a spot in this neighborhood. They didn't think that we could have a garden ready to go by this summer but it could be in the works for summer 2021. They will make their assessments and search for grant funding before making any final decisions. They would need a water faucet in the garden.
4. Willard will be closed for child care on January 20th for Martin Luther King Day. We will, however, be doing an all-day staff training. To meet child care regulations all staff have to be trained in CPR/First Aid/AED and Safe With You. We are bringing in an instructor for the Safe With You Course and I will be teaching the CPR/First Aid/AED. I am able to rent the CPR Manikins and AED from the Nebraska Safety Council.