

Willard Community Center Board of Directors Meeting Agenda
February 17, 2021
12:00 pm at the Willard Community Center
YOU HAVE BEEN INVITED TO JOIN A Microsoft Team Meeting
“We help area residents grow, connect and contribute to our community.”

AGENDA

1. Consent Agenda – Ms. Knudson
Minutes from January 27, 2021
Financials for December 2020
2. EIDL Loan Update – Mr. Mumaugh and Ms. Hein
3. Child Care Update – Ms. Sarah Reinke
4. Updates on Fund Raiser and Grants – Ms. Hein and Ms. Soderling
5. Strategic Plan – Ms. Knudson
Goal Updates – Administrative Capacity/ Resources –
Leadership Succession Planning –
Governance –
Finance –
Mission -

February 17, 2021 Willard Community Center Board of Director's Meeting Minutes

Board members in attendance: Kassy Knudson, Joey Mumaugh, Michele Lueders, and Johanna Hannemann.

Members absent from the meeting: Justin Pflanz, Irene Delozier, Carolyn Kortmeyer, Emily Phelps, and Will Toliver.

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

Ms. Knudson called the meeting to order at 12:02 pm. She could not call for a vote on the consent agenda as we did not have a majority of the board. The consent agenda will be added to the March business agenda.

EIDL Update – Ms. Knudson noted that the board approved, by email vote on 2-4-21, that we would use the EIDL funds to pay down loans. The loans include the van loan with Ally at about \$24,200 and pay the remaining \$149,900 toward a principal payment on our large West Gate Bank loan from the Capital line of credit. Mr. Mumaugh stated that those payments have been made but now we need to have a plan to pay down the Capital Campaign loan by 2028. Ms. Hein has sent financials through December 2020 to Kirby Reardon at West Gate Bank. We want to renew at our loan at our current interest rate. Mr. Mumaugh is hoping that we can apply the past monthly loan payment money we spent on these paid loans to help pay down on the Capital Campaign loan. Ms. Hein will look at cash flow to determine if that is an option.

Child Care Updates – Ms. Reinke sent out summer registrations last week. We have had a lot of inquiries from new families. Registrations are bringing in some needed revenue and are due back in April. We hope to have a good number of enrollees by the March meeting.

Ms. Reinke is hopeful that the staff will be able to be vaccinated in the next three weeks. Teachers and child care providers are grouped together but we are at the bottom of the educator pool. The Health Department will notify us when it is our turn to go for shots. We will need to update policies if we are going to require staff to get the vaccine. In the meantime, we will strongly encourage staff to sign up for the shots. Bryan Hospital has had a push back from their child care staff so they are not going to require it. Mr. Mumaugh asked if we could offer a \$50 bonus to those who get vaccinated. He said that employers have the right to require and fire someone if they don't get vaccinated. Ms. Knudson thought this would be too invasive. Right now we don't have any regulations in our Employee Handbook addressing this. Ms. Hein suggested that we have the staff do an anonymous survey to see how many want the vaccine. Ms. Reinke will work on this and send it out. Ms. Reinke also will ask the Health Department if new staff get hired, after this opportunity, if they can sign up anytime.

The health dial is going down which is giving people a sense of normalcy so we should have a good enrollment this summer. She asked the board if we need a policy about how many kids we have sign up for summer and non-school days. If they sign up and don't attend, do they pay? One non-school day during the bitter cold weather we had only 11 kids were in attendance. For the future, how many kids need to attend to operate without losing money. We did send staff home early. This was not a typical year because we also had 5 snow days. We will need to put together a suggestion about a change for the non-school days that states we need a certain number of children in attendance to remain open. She will work on this for the next board meeting.

Fundraising and Grants Update – Ms. Soderling reported on the following list of grants:

Lincoln Rotary Foundation – submitted with request of \$4,845 for 17 Chromebooks + set up fee.

Women Investing in Nebraska – Letter of Intent for senior and youth multi-generational program for \$86,025.

Sherwood Foundation – submitted for \$50,000 for operating grant.

Strive to Thrive – This year they asked for a self-nominating letter. UNL business class will choose a mission they feel fits with this semester's class mission.

Lincoln Covid - requested \$35,000 for general operating.

Ms. Jo Pflanz is working ahead on the Assurity grant.

Strategic Plan Update – Ms. Knudson wants to keep the strategic plan on the agenda so that we can keep it in the forefront every month. She would like to get back to our mission and focus on programs this spring.

Technology - Ms. Reinke reported that there are no updates. A grant was written to the Aspergren Foundation for a new child care program, Hi Momma. We should hear back in May. Ms. Reinke told the board that she is considering a piloting program for time sheets.

Succession – Ms. Reinke reminded the board that Ms. Soderling will be retiring in May of 2022 and that time will come quickly. Her job description needs to be reviewed for the new director. Mr. Mumaugh suggested that Ms. Reinke and Ms. Soderling look at executive and program director job descriptions and update them. Ms. Reinke stated that she would like to know what the board wants in an Executive Director. Ms. Knudson stated that we need to focus on what that position should do. They need to give Willard a, rebirth with good momentum toward the future. Their priorities should be about becoming more of a "learning academy". Get more diverse, robust groups outside of child care like the aging population. Mr. Mumaugh would like to see someone whose priorities would be to become a community voice to talk to LPS/SECC, etc. Be more community minded and a more evolved community leader to get Willard more known.

Potential new board member – Ms. Soderling told the board about Terry Stenz. An adult volunteer with the Boy Scouts who had expressed an interest of serving on Willard's Board of Directors. He donated the \$600 to build the Blessing Box and Little Library that are on the south side of Willard. Ms. Soderling has gotten to know him through his involvement with the Scouts and thinks he would be a great fit for our board. She will forward his bio onto the board members.

Non Profit of the Midlands Agency Survey – As part of the grant application to the Sherwood Foundation they requested that we become paying members and we do an agency self-evaluation. It is a 250 question business survey that looks at policies, procedures, etc. and from the results they will give us resources and tell us how to become an exceptional non-profit. Through the membership we will be allowed to go to trainings, post job openings, and other benefits. Ms. Soderling asked the board how they wanted to proceed with the survey. Will we ask a few questions every meeting, form a committee to work on the survey or will administration try to do as much as possible? Ms. Knudson suggested that we answer as many as we can ourselves and can get help from her or the board as we go along.

Ms. Knudson adjourned the meeting at 12:45 pm. The next meeting will be March 17th at noon via Microsoft Teams.