**Willard Community Center**

**Board meeting minutes from July 27, 2015**

**Members present:** Irene Williams, Kassy Knudson, Justin Pflanz, Cole Pomeroy, Cari Robinson and Lyle Wheeler.

**Others present:** Janelle Soderling and Sarah Reinke

**Not present:**  Emily Martin, Mollie Mertens and Casey Pflanz

1. Board chair, Ms. Williams, called the meeting to order at 5:35 p.m.  Ms. Williams could not ask for approval of the consent agenda at this time as we did not have a quorum.
2. Ms. Williams discussed the changes to be made in order to update our Equal Employment Opportunity Policy. The name will be changed to Equal Opportunity and Non Discrimination Policy. Pregnancy is now a protected status based on Nebraska Law and as such we will need to incorporate that into our policy. There was a discussion about sexual orientation as it is not currently a protected class and is not required. The board felt it was important to include it.

Ms. Cari Robinson joined the meeting at 5:40 pm.

The group had lots of discussion over the wording “or any other protected characteristics” whether we should leave it in or take it out. We decided to leave the wording as is. Mr. Pomeroy brought up the fact that maybe we should not update right away in case the law changes. It was brought to everyone’s attention that we are missing the process on who to go to if there is an issue. So the board discussed wording to be included.

The policy will read as follows:

Equal Opportunity and Non Discrimination Policy

Willard Community Center pledges its full support to equal employment opportunity for all persons, regardless of race, color, religion, sex, disability, national origin, age, marital status, sexual orientation, status as a veteran, pregnancy, child birth or related medical condition, or any other protected characteristic as established by federal, state, and local law. The agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, marital status, sexual orientation, status as a veteran, pregnancy, child birth or related medical condition, or any other protected characteristic as established by federal, state, and local law.

The Executive Director has the overall responsibility for this policy and will take appropriate disciplinary action against any customer violating this policy. The Executive Director will report to the Board of Directors all reports of violations of such policy. Questions or concerns regarding this policy should be referred to the Executive Director.

The employee handbook will be updated to reflect the above statement. Ms. Knudson made the motion to accept the policy change to the employee handbook and policy manual. Mr. Justin Pflanz seconded the motion. Motion carried.

The board also discussed putting a non-discriminatory policy statement in the parent handbook about not discriminating against selecting children in our programs and parents not discriminating against others or staff. Sarah will put together a proposal for the board.

We will also add a non-discrimination policy on the building rental form that will be the same as the employee handbook statement only we will substitute the word customer instead of employee.

So it will read as follows:

Equal Opportunity and Non Discrimination Policy

Willard Community Center pledges its full support for all customers, regardless or race, color, religion, sex, disability, national origin, age, marital status, sexual orientation, status as a veteran, pregnancy, child birth or related medical condition, or any other protected characteristic as established by federal, state, and local law.

The Executive Director has the overall responsibility for this policy and will take appropriate disciplinary action against any customer violating this policy. The Executive Director will report to the Board of Directors all reports of violations of such policy. Questions or concerns regarding this policy should be referred to the Executive Director.

1. Ms. Williams asked for a motion to approve the consent agenda. Mr. Pflanz made the motion to approve. Ms. Robinson seconded the motion. Motion carried.
2. Ms. Williams discussed the financial statements of Willard. She asked the finance committee to meet with Janelle and Sarah to assist with the budget for next year and to brainstorm about finances for the rest of the year. Willard’s net revenue over expenses is negative about $20,000 in total at the end of June. Ms. Williams had met with Janelle and Sarah and looked at income and expenses and has suggestions for the committee to discuss, such as increasing rates, and curtailing some expenses. The committee will set a date to meet to determine raising child care fees. It was also discussed that the board will review a late payment policy for child care invoices so that parents are not allowed to get so far behind and it will help the center’s cashflows.

Ms. Williams also informed the board about the Affordable Care Act and Willard offering insurance to employees next year. She has talked to our insurance broker who will work on a proposal for us. Ms. Soderling will be compiling census information and submitting that to our broker for review and analysis. We will need to figure out costs and requirements so that we are in compliance with the law.

Ms. Robinson left the board meeting at 6:50 pm.

1. Ms. Williams asked for an update on our fundraising efforts. The Poker Run fliers have gone out and we are waiting to receive the registrations. Mr. Justin Pflanz has asked that we remind everyone that they don’t have to have a motorcycle to participate. Mr. Justin Pflanz has done a great job of organizing this event. Board members need to sign up to volunteer and recruit participants.

The Gardner Golf Committee is meeting directly after this meeting. Mr. Cole Pomeroy has taken over as Chair of this event and plans are progressing smoothly.

Ms. Kassy Knudson left the meeting at 7:10 pm.

Ms. Williams adjourned the meeting at 7:15 pm.

The next board meeting will be held on August 24, 2015 at 5:30 pm at the Willard Community Center.

Minutes respectfully submitted by Janelle Soderling and Sarah Reinke