**Willard Community Center**

**Board meeting minutes from January 26, 2015**

**Members present:** Irene Williams, Kassy Knudson, Mollie Mertens, Casey Pflanz, Emily Martin, Cole Pomeroy, and Justin Pflanz.

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

**Not present:**  Carrie Robinson, Patrick Ridder and Mary Wenzl..

1 - President Ms. Williams called the meeting to order at 5:40 pm*.*

2 – Ms. Williams called for a motion to approve the consent agenda. Ms. Martin made the motion to approve. Mr. Pomeroy seconded the motion. All approved. Mr. Justin Pflanz had questions about the December financials. Ms. Williams explained that we have to deduct the restricted amount of money from the renovation account in order to determine that we actually had a loss this year. We are using our reserve funds to cover the loss. Our grant writer, Janet Clark, will be researching grants for operations. We will need to do more fundraising and raise child care rates, etc.

Mr. Pomeroy arrived at the meeting at 5:50 pm.

More discussion was held about the December financials. Ms. Williams pointed out that we had projected $450,000 for salaries and we came in under at $390,528. Many of the other budget items also came in under budget and we came in $58,778 under the proposed budget.

Ms. Williams informed the board that we have a CD due at the end of the month valued at $67,984. Ms. Martin gave a report to the board about the length of term and interest rates for renewal. Discussion was held about the possibility of splitting it up into smaller amounts but it was determined that a 5 year rate was better for us as West Gate Bank will not charge a penalty for early withdrawal if necessary. It was agreed to have Kassy Knudson, Mollie Mertens, Emily Martin, and Cari Robinson be the signers on the CD. Ms. Knudson made the motion to appove the 5 year CD. Mr. Justin Pflanz seconded. All approved.

3 – Ms. Knudson reported that the campaign committee continues to work to raise the money for the renovation. They are working on grants and will be making lots of asks in February. The campaign has over $400,000 including what is already in the account and the amount that has been pledged. Ms. Katie Haszard helped us to set up Drop Box for all of our campaign information and this has been very helpful and lets us keep everything secure.

Ms. Knudson told the board that we currently have 2 mission statements. One statement that is on all the Willard material, “We help area residents grow, connect and contribute to our community.” We have another one on the all the campaign materials, “Where neighbors become friends, children achieve success and our community is strengthened.” Ms. Knudson asked the board if they wanted to chose one or keep both. After discussion the board agreed to think about it and talk about it at the next meeting.

5 – The budget discussion was moved up on the agenda. Mr. Casey Pflanz reported that his budget committee had met for a brainstorming session. Mr. Pflanz talked about ways to increase income and decrease expenses such as cut out the family discount, take less Title XX children, add a room fee for adult groups to meet, increase building rental fee, increase enrollment fee and hold more fund raising events such as a motorcycle show, and continue to look for grants. The committee has chosen another date to meet to hammer out more of the details. Mr. Casey Pflanz had to leave the meeting at 6:45 pm.

Ms. Williams talked to the board about the annual approval of our policies as required for our 990. Ms. Knudson made the motion to approve the policies with wording changes. Ms. Martin seconded and all approved.

7 – Ms. Soderling asked all the board members to renew their Conflict of Interest statements and give her the addresses of where they would want all legal mail from Willard to be sent. She will complete the Non-profit report for the State and send it in.

8 – Ms. Williams showed the board the engagement letter from Dana Cole to do our annual audit. The cost for the audit this year will be $2400.00. Ms. Knudson made the motion to approve. Mr. Justin Pflanz seconded. All approved.

4 – Ms. Williams informed the board about all the work that she and Mr. Justin Pflanz have done on the Employee Handbook. There was discussion about the leave policy. Mr. Pflanz will continue to work on the document to get it updated and ready for the staff to implement.

Ms. Knudson left the meeting at 7:00 pm.

New business – Ms. Martin informed the board that West Gate Bank wants to present Willard with an oversized check to promote giving to the campaign. Ms. Williams stated that we have not gone public with the campaign but will discuss the opportunity with the campaign committee and let them make that decision.

Meeting was adjourned at 7:30 pm.