



TCDN Board Meeting Minutes

February 24, 2015

7:30pm

TCDN Preschool

Attendees: Rick Coe, Lily Huffman (via conference call during the Security Task Force update), Mel Jurist, Jill Kerr*, Sara Levinson, Jim McCambridge (via conference call), Shannon McFadden, Cindy Murray, Bankole Songonuga, Mark Turbiville, Tami Wible

Guest Attendees: Andrew Tyson of PNC Bank

Absent: Andrea Borrelli, Yong Shuai

* Jill Kerr took notes of the meeting due to the absence of the Board Secretary, Andrea Borrelli. Andrea prepared these minutes based on the notes Jill took at the meeting.

Consent Agenda

1. Approval of January 27th Board Meeting Minutes *Approved*
2. Director's Report February 2014
3. Financial Statement + Review for February 2014

Meeting called to order and consent agenda approved following PNC Bank presentation.

Discussion Agenda

1. **PNC Bank Presentation**

Andrew Tyson of PNC Bank, TCDN's current financial advisor, provided a review of current accounts. Currently, TCDN has ultra-conservative investments in 2 accounts: the "Capital Directions Account" (larger acct @ \$624,156) and Marriott endowment (\$29,595). At the time of initiation, the Board desired mostly conservative investment in order to avoid questioning if more risky investments performed poorly. Currently, the larger account is model-driven and based on a conservative approach. An 'Investment Policy Statement' was reviewed and signed by the original investing board and periodically reviewed. Based on risk tolerance, this model was selected by the Board and PNC. Expenses are bundled quarterly and based on being an institutional account. Goal is to offset inflation and have a decent rate of return. There is possible future need for further discussion on whether there should be a longer-term Board member to sit on the Finance Committee to provide a longer working knowledge of investment accounts (Financial Trustee).

2. **Director's Report**

Cindy reported that the Summer Club brochure has been published. A 5th grade child from the OASC program has been absent for an extended period of time and is in CHOP now; TCDN has reached out to the family with a card. Cindy distributed surveys to Nether Providence family's regarding the need for that program to be re-instituted at that location; 58 survey forms were returned, but have not yet been analyzed. Governance Committee should meet and discuss the findings.



3. **Governance Committee Update**

Cindy stated that she spoke with Tom Cook and the church and they are moving forward in supporting TCDN's request for preschool expansion. There is nothing definitive to announce, however there is forward movement.

Post-meeting Note: Andrea/Jim to discuss recent inquiries with local architectural professionals regarding required drawings and next steps for pricing of potential preschool expansion.

4. **Safety + Security Task Force Update**

Lily reported that the security vendor AES did a good job of listening to our needs and attempting to keep cost down in proposing measures for security at each of the various sites. Two proposals were provided: 1) Provision of manual keypads for all sites, 2) Provision of manual keypad and proximity card swipe access for all sites. The latter option may be more beneficial in tying to the current "passport" system being utilized at the SASC + WASC. Approval from each of the site facility owners will be required in order to move forward. The next step will be to reach out to each site coordinator and receive approval to install/implement the system. Follow up- names/contact information Landlords at each site is required.

5. **Personnel Committee Update**

The board has retained the services of an HR attorney to give us advice as is appropriate and to validate changes made to policy issues and the handbook in general. Tami will be providing the revised handbook to them for review, however the retainer letter needs to be signed. The expectation is that the handbook revisions will be wrapped up by end of March 2015 in order to present to the Board at the next meeting. A change to the language of the Meal + Break policy is anticipated.

6. **Cooperative Committee Update**

There will be a conference call on Monday to review concerns about cooperative donation structure where parents pay a fee per child or commit to volunteering time + discuss potential changes to the structure (activity fee?). There is a group of families (approximately 20) that have chosen to volunteer and they have not committed to volunteer their time; others expressed displeasure that they consider the 'donation' a 'fee'. There is a need for a clear message for beginning of new school year and a monetary penalty for those who say they will volunteer and do not by end of year.

Scholarships require additional means to increasing the funds. The current model has little impact on the budget; perhaps the Cooperative donation / fee could be dedicated to this cause. 2013-2014 Stuppy event net \$1500 for scholarship fund and requires 20-25 to organize and run. A proposal to not hold Stuppy this year was made and a letter will be issued explaining its temporary suspension. Propose not to go forward with this year.

Potential alternative fund raisers were: A) used item sale estimated to bring in \$500, B) Nelson BBQ for a fundraiser/picnic, C) utilizing A+ Giant rewards toward scholarship funds this year, as well as Amazon Smile. Consideration will also be given to using grant money to replace the scholarship funds.



7. Finance Committee Update

The Finance Committee reported that the investment policy (65% bonds, 35% equity) was developed about 2 years ago. That Board did not want to take on more risk for potential for more returns and knew they wouldn't be able to be too involved in actual picking of securities.

Discussion regarding the difference between Mercer and PNC followed. Mercer could look at mix and re-allocate depending on their feelings of market conditions. PNC has to stay within mix Board has defined, but can pick a different fund to invest in based on our conservative allocation. They cannot deviate out of the classes we have defined.

Budget- Tuition increase of 2.5% proposed, with 1.5% salary increase. Comparison with other, similar centers show that we are competitively priced (tuition). Recommended increase based on attempting to beat inflation, but not raise tuition too much. Perhaps consider going forward staggering tuition increases based on site (perhaps pricing ourselves out of the older out-of-school-time programs). Board should consider formulating a strategy going forward on what the employee raise adjustment and tuition pricing should be (including benefits). It has been difficult to ascertain if money was saved on substitute teach needs based on the new pay structure (salary vs. hourly) due to unexpected need for subs based on other factors. A teacher salary increase of 1.7% to keep up with cost of living was proposed. The vote to increase salary by 1.7%, tuition by 2.5% carried.

Leases - Trinity Preschool and SASC lease expirations are upcoming and the following recommendations were made:

- SRS lease is 5 years. Facility is in need of improvements and would like for this to be addressed in the lease.
- Architects- \$5,000 in budget this year to come in and draw up a plan for preschool expansion. Plan has to include HVAC, electrical, and plumbing. Jim has reached out to the mayor who is willing to help but not sure if any structural work is required; he can do if it is just interior. Jim will introduce him to Andrea and potentially use student interns to do for a minimal cost. Mel will speak to structural engineers in her office.

8. New Business

- A discussion was had regarding snow removal at the preschool. The preschool site has the same person contracted for snow removal, etc. who is putting down sand; they failed to clear snow this last Tuesday. Snow removal at the preschool requires on-going monitoring to ensure that the church's contractor is performing as expected.
- OASC volunteers are still being sought to improve the ratio over the square footage. Enrollment counts are not at a level that will allow for additional staff.
- WASC security camera needs to be installed; took some time to purchase (grant money), but it has arrived and Pat Dehaven will need to coordinate parents/contractor to install

9. Executive Session, (minutes to be issued separately and confidentially) – this session of the meeting was not conducted due to time constraints and will be held at a time to be determined prior to the next board meeting.

Meeting adjourned at 10:45 pm.