



TCDN
Board Minutes
January 31, 2017
7:30 pm
WASC

Board Members:

Dana Semos, Deborah Hansen, Corinne Weidner, Kevin Bovard, Lisa Godlewski, Dan Grodner, Josephine Park, Shirley Robinson, Renee Pollins, Richard Coe, Mark Turbiville, Tom Saylor, Chris Hanlon

Cindy Murray -Director

Guest: Maria Blessington (preschool staff member)

Absent: Sara Levinson, Jesse Thompson, Mel Jurist, Lily Huffman

I. Opening from Board Vice- President –Dana Semos

II. Director’s Report – Cindy Murray

Director’s report was distributed a few days before the board meeting. Cindy asked if anyone had any questions or concerns. One board member had a question about the new hires and whether we were able to increase staff diversity. Cindy said that there are two new hires, one man and one woman and staff is pleased with how they are working out with students and staff. Brief discussion ensued about the board’s commitment to continue to look for a more diverse applicant pool. An upcoming maternity leave will be covered by a long-term sub from the sub service.

Cindy also reported that there had been a meeting of Finance committee in December that focused on a review of aspects of finances that apply to TCDN. Maureen, Chris, Corinne, Sara and Dana were at the meeting. Maureen reported on the total cost of renovations to date, reviewed the 990, BCO filings and the ADP total source conversion.

Final cost of lease hold improvements	-\$132,689.91
Furnishings -	\$15,185.00
Cricket Room Supplies	\$3,051.91

Total of \$ 150,926.46 for the renovations





Cindy explained that the Fed. 990 is a financial document produced for contributors or other interested parties to give an overview of the whole program's financial situation. It is

used to determine if the organization continues to qualify for non-profit status. In November Auditors collect information from Office and then they produce a draft document. The auditors make recommendations to the board. A meeting was held recently with the agency and they praised Maureen for her care of the finances. One of the changes suggested is to separate furniture and supplies. The agency did not have recommendations regarding what amount of surplus is optimal, but they suggested a capital campaign for the playground funds instead of drawing down the surplus.

A question was raised about reviewing of the insurances and whether we should all be a part of reviewing the insurance policies.

Cindy described some of the key developments in TCDN's finances as reviewed by Maureen at the December Finance committee meeting. Maureen also talked about our investments (Maureen came on board in 2008). When she came on everything was in Vanguard (and run by a board member). Since then everything was moved to PNC and there are separate funds with various amounts of money.

After the crash in 2008 TCDN only had \$90,000 in accounts and were 2 years away from bankruptcy.

1.66 million dollar budget is mostly salaries followed by rent/facilities and food

ADP total source conversion was only started two years ago. Health insurance costs have gone down. 4.8% of gross payroll for this processing system.

The finance committee discussed tuition and/or salary increases in January. Latest vote to approve budget for the year must be done by the February meeting. Cindy reemphasized the importance of making the finance decisions early because the building the budget requires it.

Director Cindy also mentioned that she has been reading up on issues around admitting or excluding students with special needs. The criteria state that no student can be excluded unless their presence poses a threat to themselves or others OR if the inclusion would require a fundamental change to the program.

III. Finance Committee- Chris Hanlon

Discussions have been had regarding the cost analysis for each site is being done. We are under priced for one of the programs and he plans to present the analysis at the next





Finance committee. 5% increase at the preschool and 3% at other sites was one of the possible thoughts we want increases to be appropriate for the needs of the programs.

Finance committee has been discussing changes to registration fees and waiting list fees. Cooperative services and fees also may be adjusted. There are a couple of things that need to happen regarding finances and next year we need to make sure we start this process earlier next year. The effect of the expansion on the financial state of the programs has yet to be seen since they have only just started.

Negotiations continue with Trinity Church on increase for rent is still in process.

IV Governance Committee—Cindy, Bob Weinberg, and Dan Grodner met regarding childcare issues at the college. Did meet to discuss possibilities. College is just not interested in spending a lot of money or building something from scratch. College is interested in reserving spaces. Governance will meet again soon.

V. Personnel --Renee Pollins

Shifts of staff seem to be going well. The committee is really working to increase diversity.

VI. Cooperative Committee - Jo Park

Committee has not met but there has been discussion about what being a cooperative means and whether we should be continuing to be a co-op. The committee would like to keep the idea and the “spirit” of a cooperative. Overall the Board feels it is important to still have options for volunteering in the programs. Changes will need to be made in the parent handbook so messaging is clear. Coop. committee can help facilitate cooperative activities to support the programs. Cooperative committee is recommending that cooperative fee be rolled into the tuition proposals for next year.

VII. Program Committee - Deb Hansen

The program committee focused its most recent discussion on programs for families. The committee will be meeting to discuss a parent event. Different ideas were shared and the committee will meet again to make plans.

VIII. Fundraising Committee -

-Michele requested the board recommend a date for the family bingo night –Request for support will be made. Board chose March the 10th as its first choice.





Board met briefly in executive session.

Motion to adjourn

Next Meeting: February, 28, 2017 at the Swarthmore After School Club.

