

TCDN
Board Minutes
May 23, 2017
7:30 pm
OASC

Board Members:

Sara Levinson, Dana Semos, Deborah Hansen, Tom Saylor , Renee Pollins, Richard Coe, Shirley Robinson, Chris Hanlon, Mark Turbiville, Dan Grodner, Corinne Weidner, Mel Jurist

Director: Cindy Murray

Guests: Maria Blessington

Absent: Josephine Park, Lily Huffman, Shirley Robinson, Kevin, Lisa Godlewski,

I. Opening from Board President –

II Director's Report

- One question about program reports was regarding food disappearing from the refrigerator/kitchen in the preschool. It has been happening for a few months.
- Preschool numbers have gone up because of the new room—there are 15 more students
- Cindy feels that she has developed a positive relationship with Swarthmore College
- Cindy met with Jeff Anderson to discuss the needs for next year and the increase in enrollment because of the crunch at Swarthmore College. Also the lease needs to be renewed. Will probably ask for a one year lease again. Discussion included building a pad for basketball and possibly putting in a climber. Discussion about the possibility of communicating with the church regarding the use of their playgrounds. We should not expect an increase in rent unless the some of the improvements are made.
- Cindy has also communicated with the parents of rising third graders regarding the move of third graders to the OASC site in September. Cindy will be creating an open house opportunity for families and there will be a transition day during which the rising third and fourth graders
- Still waiting on an update from the church regarding the preschool lease

III. Finance committee

- We have done pretty well with our investments and we have enough liquid capital to cover expenses.

- Budget for next year looks pretty good
- Maureen has called around for quotes for a new phone system which is required. Multiple quotes were sought. The finance committee is recommending that we invest in the new system, cost will be around \$10,000.
- The finance committee will present the budget for next year at the next meeting for approval after all staffing is finalized and the new PTO recommendations are finalized.
- Cindy contacted the Marriott Family, she asked that they consider allowing TCDN to use the fund for scholarships. The Family of Marriott account restrictions have been lifted for next year. So, now we have \$31,000 available for scholarships.

IV. Personnel committee –Renee Pollins

- PTO issues is complex and the committee will discuss in more detail while examining the documents that the personnel committee has recommended -
- Increase to the number of substitutes available
- Discussion about the current shopper (food shopper) so Clare's job will be a little easier
- One staff member's salary is under review to equalize salary and responsibilities
- Family surveys have gone out
- The PTO changes will reflect some changes to paid holidays being removed from the PTO chart. Some additional charts will be created based on the number of days. The committee is also recommending that the number of vacation days be capped at 25 days for full time employees.
- This is the first time that TCDN has separated the staff based on the number of hours worked. The charts will be presented to staff members individually and the PTO benefit will only be referenced in the Staff handbook.
- Concern was raised about the carryover and need to change that part of the policy
- Motion to approve the new PTO policy was made, seconded and passed.

V Governance Committee – Dan Grodner

- Nothing new to report

VI. Fundraising Committee

- TCDN did not have a presence at the Fun Fair.
- Events Team will be planning to have a 45th Anniversary Celebration on Saturday, November 4th

- Teams

Grants Team – Dana, Lisa, Chris, Dan
Events Team – Deb, Maria, Lily Renee Shirley
Individual Giving
Major Donor Group Corporate Giving Mark, Jesse
Annual Giving -
Social Media Group-Maria, Kevin, Corrine

- The board is going to try to have a presence at a farmer's market- June 10th
(Mel will get back to board to confirm date)
Deb, Dana, Cindy,
Scholarship fund jar would be permitted.
Farmer's Market runs 9:30- 12:30

Motion to adjourn at 8:48 pm, seconded. Meeting adjourned.

Board Continued in executive session

Please choose one: Grants Team – Dana, Lisa, Chris, Dan
Events Team – Deb, Maria, Lily Renee Shirley
Individual Giving
Major Donor Group Corporate Giving
Annual Giving

Social Media Group-