

# TCDN Board Meeting Minutes

September 30, 2014

7:30pm

Preschool

Attendees: Rick Coe, Lily Huffman, Jill Kerr, Sara Levinson, Shannon McFadden, Jim McCambridge (via conf call), Cindy Murray, Yong Shuai, Bankole Songonuga, Mark Turbiville, Tami Wible, Andrea Borrelli

Absent: Mel Jurist, Helen Lu

Guest Attendee: Dian Bohrer

## Consent Agenda

1. Approval of June 30<sup>th</sup> Board Meeting Minutes *Approved w/ noted revision that Jayatri Das has since withdrawn as a new board member*
2. Director's Report September 2014
3. Financial Statement + Review for August, dated September 2014
4. Employee + Parents Survey Results for 2013-2014

*Consent agenda approved, 7:40 pm*

## Discussion Agenda

1. A TCDN employee addressed the Board with concerns specific to their schedule + pay. The Personnel Committee will investigate these concerns as they relate to the new break/meal policy and scheduling. 7:40 pm
2. A letter from Clara Michela, a TCDN employee, thanking the Board for the annual all staff breakfast held on 8/28/2014 was delivered to the Board by Jill Kerr and read aloud by Board Vice President Tami Wible. 7:47 pm
3. Tami Wible stated both she + Jim received a lovely thank you card from the preschool staff for meeting with the preschool staff to address their concerns on 9/4/2014.
4. Executive Committee Report 8:15 pm
  - Board President + Vice President reported that a meeting with preschool staff occurred on 9/4 where the staff communicated feeling removed from the Board and decisions directly impacting them; they desire a stronger connection with the Board. The Executive Committee is seeking ways to be more open, communicative and transparent with staff without usurping the role of the Executive Director.
  - Improving communication and transparency at TCDN.
    - Board members / site liaisons were encouraged to reinvigorate this role through more regular attendance at staff meetings and direct communication with site coordinators. Each coordinator receives email communications directly through site email addresses ([oasc@tcdn.org](mailto:oasc@tcdn.org); [preschool@tcdn.org](mailto:preschool@tcdn.org); [sasc@tcdn.org](mailto:sasc@tcdn.org); [wasc@tcdn.org](mailto:wasc@tcdn.org)). Staff are asked to address issues with their respective site coordinator and/or Board site liaison who will then address them directly with the Executive Director.
    - The Board will investigate the posting of monthly meeting minutes, locations/dates of upcoming meetings and agendas in an accessible format (both physical and electronically). Sara Levinson volunteered to coordinate these efforts with TCDN's web consultant, Ed Rose, as he revamps the website. Board meetings are open to the community, staff and parents alike.

5. Finance Committee Report 8:20 pm
  - TCDN's revenues exceeded the budgeted amount for the 2013-2014 school year.
  - Scholarships were awarded to five families in need from the Stuppy Fun Run Fund.
  - The Finance Committee and Board are investigating ways to raise additional funds to better serve the community.
  - TCDN's investments yield an annualized return of approximately 4% and the Finance Committee will be reviewing TCDN's investment policy this year to maximize investments in the most responsible manner possible.
  - In addition to annual compensation increases, staff has received additional compensation to partially cover the impact of revisions to the paid break policy implemented this school year.
  
6. Board Assignments + Goals 8:45 pm
  - Executive Committee – serve as a resource to assist Executive Director in that role
  - Governance Committee – task force for expanding the preschool facility/program offerings + exploring the potential use of the adjacent ABC House; NPASC facility need, etc; facilities improvements to each site; strategic plan review + revitalization; evaluate Summer Club (steady enrollment decline over past 5 years); develop advisory board as adjunct to Board of Directors leveraging specific skills/relationships/expertise; recruit new members + Executive Committee; update Board Handbook for consistency with Employee Manual  
Prioritization of expansion/ABC House to church; potential October 6 @ 7pm.
  - Cooperative Committee – Stuppy Fun Run “reinvention”; increase contributions to Stuppy Fund; site specific community-building projects w/ board members serving as guides; seeking corporate donations or marry a need of our parents to these sources  
Formation of the committee was to find alternatives to fundraising for overall TCDN use (50%) and for individual sites to use their funds as needed.
  - Finance Committee – review/renewal of leases; budget establishment; understanding of program cost vs tuition charged;
  - Personnel Committee – complete HR review; Employee Handbook; monitor implementation of break/meal policy and change to salary + recommend changes or revisions as required; monitor impact of ACA, look for alternatives + make recommendations to offer best care we can afford
  - Site Liaison – This role will allow for a better and regular connection to the staff. Tami suggested that we all are available to site coordinators and sharing of contacts with other liaisons will help put all on equal footing.
  
7. New Business 9:00 pm
  - No new business
  
8. Executive Session 9:01 pm

*Meeting adjourned at 10:35 pm.*