



ENERGY CAPITAL
COOPERATIVE
CHILD CARE

August 10, 2017
8 a.m. Central Time
USB Autobank

Presiding officer: Erin Huntimer **Type of meeting:** Board meeting

Note taker: Sonya Hansana

Executive board members: Erin Huntimer, Dale Johnson, Kent Neustel, ~~Darold Bertsch~~, Kayla Olson, Keith Gendreau Brad Zimmerman, Christie Obernauer Ken Miller

Staff: Dana Santini, program director

Handouts: E-mailed prior

MINUTES

Order

Erin called the meeting to order at 8:05. Minutes of the previous meeting were presented. CHO moved and DJ second to approve, motion carried. No additions to the agenda. Christie will provide an update on the 990. Agenda was set.

990 Update

Christie gave a summary of the information she received from Stacy Cahoon from Widmer Roel. We will need to follow the 990 guidelines for the IRS. The type of 990 depends on the gross income, we would need to use the 990 EZ. It would be due by May 15th each year. No quote yet from Widmer Roel as we need to get information to her to complete that. Will also check to see if it is necessary to have an audit or review of the books each year.

501 (c) 3 Filing

Erin has everything just about ready to mail. There is a question from the IRS about the conflict of interest statement. Erin is working on the narrative and explaining that in a small town, community leaders usually step up and are on several boards and she has listed as many as she could. She has sent a conflict of interest statement to legal to review, and if it comes back ok, she will send out an email notification to the board about adding it to the by-laws if needed.

Program Director's Report

Reviewed the financial statements: WFS insurance is all paid, taxes still need to be paid. The furnace still needs to be addressed. We are about \$1600 down for the month. Need to try to boost enrollment. There were 4 new enrollments this week and a few more that were interested after the open house that took paperwork. Discussion regarding the fees, some people are saying they are spending \$400 more a month for 2 children at the center than regular daycare. Shift work schedule has been working. Discussed other situations that have been occurring. Also went over the before and after school hourly rate versus flat rate for the same times. Will let things ride through the year and see how it ends up at the end of this first year.

Staffing, we are losing three and have 1 potential replacement. Looking at some HS students that may be able to help. We can make it work as is with a couple HS workers, if needed. She is going to teach Preschool in the mornings.

Need to continue promoting our center, get Dana at the Chamber meetings in Beulah and Hazen. Be visible. Put info on FB. Get in touch with Hazen Pre-school since they are needing a teacher. Exploring the possibilities with them and partnering with them, to help them out. No more infant space, losing one staff there and need to add one. Need to give this more time and educate the public about our services. Have a fall festival, open houses to keep the

public awareness about the center and the possibilities there. Our rates are a lot lower than other centers in Bismarck and surrounding areas. We need to promote the center when we get a chance. Dana will send out some “points” that the board can use when visiting with people if they are asked about the center.

Erin will work with communication staff and get a testimonial piece together that can be distributed. Will talk to the Hazen Star and do a story on the “typical day at the center”.

Food program and milk program. The school will continue to help with the meals. Dana will be talking with Nicole regarding this. The school will look at the cost going forward, and Ken feels that it will be less than thought. Will look at a 3 month audit of the expenses, and find out the true cost of the meals. There may be small reimbursement for the meals from the Federal Food Program.

Cleaning is being done by the staff at this time. It would be nice to have a cleaning service that would do a deep cleaning twice a week. As we grow, it gets to be a little harder to keep up with the cleaning and this would help. Will check into our options.

Insurance: inspector came while Dana was off on leave, and there are some corrections that need to be addressed in 45 days. We need to have 6 inches of fill of some kind under our playground equipment. Will need to make a border of some kind first and then fill. Could tap into the Coal Country Leadership kids to help with labor of this. Possibly use pea gravel for the fill. Will pick a date and then will line up help. Also was told that cracks in the parking lot and sidewalks that need to be filled. Dana will follow up on this. Need to continue to work on the landscaping around the center as time and money allow.

Next meeting will be Sept. 14th at 8:00 (Erin will not be at this meeting)

Meeting adjourned.