

**Energy Capital Child Care Cooperative
~ BOARD MEETING ~**

1/11/18

Present: Erin Huntimer, Kent Neustel, Keith Gendreau, Ken Miller, Darrold Bertsch, Christie Obenauer

Absent: Brad Zimmerman, Dale Johnson

Guests: Dana Santini, Antoinette Heier (Hazen Chamber)

Chairwoman Erin Huntimer started meeting at 8:03am.

Minutes, previously provided via email, were presented for approval. Motion by Keith to approve, seconded by Darrold. Motion carried unanimously.

Agenda was presented for approval. Christie requested Real Estate Taxes be added to the agenda. Motion to approve by Christie, seconded by Keith. Motion carried unanimously.

Erin introduced Antoinette Heier from Hazen Chamber, who joined the meeting today as a guest. Antoinette told the Board a little bit about her background, and offered her help to the Daycare in any way the Chamber could be of assistance – advertising, promoting, etc. She invited the group to the Hazen Chamber Membership Meetings, which take place the 3rd Thursday of each month. She also invited the group to Hazen Chamber Jive After Five Events, as they are scheduled.

Erin asked Dana for a report on the daycare operations:

- Enrollment is at 63, with 2 drop-ins on the roster.
- Still giving tours to interested families.
- Very well staffed for the number of kids we have now, which is a welcome relief. We have a total of 14 staff members, 3 of whom are full-time.
- Salary changes, as previously approved by the board, have been implemented.
- Two staff members are using the discount, as previously approved by the board.
- The Assistant Director position is still in the works. Dana and Erin are working on a job description for the position. Dana does have two potential candidates. She is thinking the pay could be \$15/hour, as it does not need to be a salaried position. Board recommends Dana proceeds with finalizing a job description for the Assistant Director position, and proceeds with posting for the position in whatever venue it makes the most sense. The Board also recommends she enlists help from a board member or two to help with interviews, etc. Keith Gendreau and Laurie Miller (SMC) were of assistance as a Personnel Committee at the outset. Ken Miller was also recommended as a good choice to engage for help in this task.
- Dana was gone for a couple days, which was a good test of how well the staff handles the center in her absence. She said it wasn't perfect, but it went okay.

Regarding our nonprofit status, Erin shared with the board that the IRS says “don’t call for updates until at least six months after submission date.” Submission of the package was in about September. So, we are only about four months in to the “waiting period.” Board discussion on that frustration.

Discussion was had regarding meal plan reimbursement, which is tied to our nonprofit status. USDA will reimburse us for meals (at about 66 cents/day/kid), but not until we have officially received our nonprofit status. Dana is going to follow up to ensure if there is anything else needed to proceed to get this USDA program in place, beyond the non-profit status confirmation.

Regarding budgeting: Christie is to follow to get mortgage information to Dana and Stacey. The furnace bill has been paid. Erin has visited with Dana on what is needed to get a 2018 Budget finalized, as well. Board recommended that Stacey at Widmer in engaged to help in whatever capacity will assist in getting the Budget completed.

Regarding tracking “slots” being utilized by business partners’ employees: Everything is going well now, and the process is rather free-flowing. Discussion was had about keeping lines of communication open, so that if we get to the point where we have more demand from business partner employees than we have “slots” available, we can figure out how to make that work.

Regarding marketing: Everything is excellent. Basin has been doing a superb job of promoting us, and other articles have been written in other media venues. Word of mouth has been particularly powerful. The families have been pleased, and the kids are excited about being at the daycare.

Discussion was had about partner pledged contributions for the year.

Discussion was had about transitioning to using “New Bethel Center” more regularly than “Energy Capital Child Care Cooperative,” including on signage.

Christie brought up that she received the bill for the real estate taxes, and recommended to the Board that she proceed with calling the County to find out if we should pay the taxes, with the expectation that we would receive a refund, pro-rated back to our 501(c)3 designation date, of taxes paid. The Board recommended we proceed with that recommendation. Christie to report at February meeting.

Regarding Performance Evaluation for Dana – Discussion was had about what tool to use for this purpose. Many of the business partners have examples we could follow. Erin will follow on this project. The Board recommended putting a committee together to get this project accomplished.

Discussion was had about shoveling the front steps of snow. Just wanting to ensure this is getting accomplished, along with the general snow removal, as those steps get dangerous to navigate – especially when carrying children, and car seats.

Update on promo materials that Basin is working on: Erin is starting a youtube channel. Video vignettes are being prepared to put on the channel, and print versions of the vignettes will be available, as well.

We are still in need of cleaning services. In the meantime, Dana is putting together a daily task list to be utilized by the staff. This should help ensure that where things aren't getting done well, there is a focused effort. Discussion was had about who cleans in the local area. Mandy Mittelsteadt was mentioned. Discussion was also had about a new vacuum. Keith and Christie said they could be a resource on that project.

Dale Johnson continues to work on pricing for flooring replacement options.

Dana has called Matt Clarys to get an estimate on building a wall down the middle of the basement area.

After further discussion, a motion was made by Christie to adjourn, seconded by Kent. OK'd.