



ENERGY CAPITAL
COOPERATIVE
CHILD CARE

February 14, 2019
9 a.m. Central Time
Union State Bank BEULAH

Presiding officer:	<u>Erin Huntimer</u>	Type of meeting:	<u>Board meeting</u>
Note taker:	<u>Sonya Hansana</u>		
Executive board members:	<u>Erin Huntimer, Dale Johnson, Darrold Bertsch, Kayla Olson, Brad Zimmerman, Christie Obenauer, Ken Miller, Laura Dronen.</u>		
Staff:	<u>Dana Santini, program director</u>		
Guests:	<u>Rosanne Schmidt-KRCC Interim Director</u>		
Handouts:	<u>E-mailed prior</u>		

Call to Order: 9:05

Approval of Minutes: KO/DB moved to approve. Motion carried.

Approval of Agenda: added Parental Advisory Board. KO/DB moved to set the agenda, motion carried.

Due to Darrold having to leave early and a small majority of members, the action items were moved up in the agenda.

Checking account signature requirements-There is a two-signature requirement for writing checks for the Center now, Dana would like to have this changed for ease of business. Discussion regarding this and "checks and balances" on the account. DB/KO moved that we have a copy of the accounts payable register with checks written to be included with the monthly financials. Motion carried.

Program Director report:

Operations: running well. Had a fundraising meeting. Dana explained to the group the reason for doing fundraising. The first meeting for this went well.

Ideas presented were:

- *Selling t-shirts. Cost is \$5 per shirt, possibly sell them at \$20-22 apiece, profit will be about \$15 per shirt.*
- *Apples for Apple, for more iPads.*
- *Dollar donation at the grocery stores. (similar to how the Hazen Preschool does this)*
- *Rummage sale during the Hazen City-Wide sale with free will donation, asking parents to bring items. Will also sell some food item too, possibly taco in a bag or burgers.*
- *5K Race/Walk along with a kid race. Not sure of the time for this yet, maybe during Harvest Fest.*
- *Jean- Day, talk to WRT to see if we can be on their Jeans Donation list.*
- *Could do a raffle, not sure how to do this yet.*
- *Jasmine Sargent will do photos in the spring and fall and class pictures and will hang them up at the center. They will also be for sale.*

Hoping to raise about \$10k on fundraisers this year. Discussion regarding “buying out” of the fundraisers versus selling or working the fundraisers. Also mentioned the grants that are available from various entities.

Darold left the meeting.

Staffing: is adequate. With the tuition increases and fundraising activities, some comments were made to board members about the daycare being financially stable. Board members reassured those questioning that it is financially stable; tuition increases and fundraising activities are to compensate for the employer support funds being phased out.

Enrollment: 77 enrolled now and 3 new infants coming in on March 1st.

Financials: discussed moving Kara to salary versus hourly. She has dealt with many things outside the work place that are work related. Move away from the stipend altogether. Dana presented a couple options for changing the pay for Kara and herself. Dana will send the options out to the board to consider before the next meeting. Erin mentioned that it is not necessary to approve monthly financial statements each month, since the budget has been approved already. Dana reviewed them as presented.

Budget – went over the numbers with the current enrollment, and our new rate. Also shows with the increase in salary for staff. Recommends .50 per hour for each staff. Will approve the budget next month.

Parent advisory board- this would be a board to help with organizing fund raisers, etc, and assist with other areas of the center. Discussed the purpose of a Parent Advisory Board. Dana could do a board meeting follow-up in the newsletter or email. Erin needs someone else to put meeting minutes on the website. Discussed this and will put it on hold for now.

Beulah Discussion- discussed the possibility of KRCC as the location again. Will need to have another walk through with a serious look and see what would need to be reconfigured to make it workable for a child care center. The area could accommodate about 67 children. There may need to be some construction and reconfiguring of the space to make it work. Outdoor space would need to be fenced for safety reasons.

Southeast Montana Area Revitalization Team (SMART) Tour- was briefly discussed.

Adjourn: LD/EH moved to adjourn at 10:04.

Next meeting: March 14th at 9:00am