



Hutch Kids Board of Directors MINUTES

December 17th, 2019 | 4:00 – 6:00PM
Room: J1-102, Yale Building

Present: Lauren Young, Bruce Waltar, Andy Firpo, Shawna Rengli (non-member), Mary Minoo, Shannon Nagy, Lisa Coleman, Jon Ladd, Josh Scott, Lexi Harlow, Andrea Perdue (4.06pm)

Not present: N/A

Regular session called to order at 4.05pm

Training / Team Building Activity

- 1) Financial policies review (Jon/Shannon 4.06pm)
 - a. Finance committee provided a brief summary of the revised financial policies. The revised document more accurately reflects current HK board processes.
 - b. Board members confirmed that they had reviewed the revised financial policy prior to the meeting.
 - c. Feedback from members:
 - i. Board members discussed financial items mentioned in the bylaws compared to what is described in the financial policies.
 - ii. Based on discussion, two amendments to the financial policy were proposed:
 1. Add phrase to “wherever possible” for the electronic encryption
 2. Authority section – add phrase to this section describing which board member roles can indebted the center.
 - d. *Jon moved to approve revised financial polices as amended. Mary seconded. All in favor (n=9)*
- 2) Arts/Culture volunteer for January – Lisa

Approval of Consent Agenda (4.23pm)

- 1) Revised and approved October 2019 meeting minutes
 - a. *Lexi moved to approve October 2019 meeting minutes. Andy seconded. All in favor (n=9)*

Executive Director Report (Shannon, 4.24pm)

- 1) HK report & Dashboard
 - a) Staffing updates - new support teacher hired, and currently hiring for a new infant lead teacher.
 - b) NAEYC visit – awaiting scheduling. Should be this week.

- c) Breakdown of Fall Harvest festival attendance and fundraising breakdown shared with the Board.
- d) Staff leadership - Shannon shared some recent work the leadership team has been doing on promoting a positive staff culture.
- e) Attended NAEYC conference (Shannon & Shawna)
- f) Facilities – FH facilities doing a walk through to assess a list of repairs submitted by Shannon.

Committee Reports (4.33pm)

- 1) Exec (Bruce)
 - a. End of year debrief with ED.
 - b. Preparation for meeting with Lynne K in mid-Jan 2020.
 - c. Planning officer transition for Jan.
- 2) Board Dev (Lexi)
 - a. Yellow status due to focus on elections.
 - b. Work on membership question and recruitment has been on hold but will kick off again in Jan 2020.
 - c. Board Dev obtained legal clarity on membership question and this will inform on next steps for this work.
- 3) Finance (Jon)
 - a. Financial policies were revised and presented to Board (see above).
 - b. Preparing for budget creation and looking into new investment opportunities.
- 4) SPC (Jon)
 - a. Working through mission statement review process
 - i. Parent feedback gathered in lobby.
 - ii. Board members gave feedback (see later item).
 - iii. Mission questions will be presented at the staff meeting on 12/20.
- 5) Expansion (Andy)
 - a. Ongoing work with Point B to develop expansion options matrix document.

Mission discussion (Jon, 4.41pm)

- 1) Exploration of the need to review the mission
 - a. Some board members provided feedback on questions distributed prior to the meeting.
 - i. **ACTION – Jan 3rd deadline to accept feedback from board members who have not yet participated.**
 - b. Jon provided feedback themes
 - c. Next steps will be gathering feedback from the teachers.
 - d. Board members discussed aspects of current mission, looking at community that is served by HK
 - e. Discussion around the language in the FH/HK contract vs the mission statement
 - f. SPC will collate feed back from all stakeholders and return to the board with a proposed revision to the mission statement.

Executive session (5.21pm)

Announcement of officer elections (5.35pm)

Treasurer – Joshua Scott
Secretary – Lisa Coleman
Vice President – Mary Minoo
President – Lauren Young

Ad Hoc Item(s) (5.36pm)

Andy moved that the board votes to direct Bruce Waltar and Jon Ladd to transfer signing authority to Lauren Young and Joshua Scott. Lexi seconded. All approved (n=9)

Meeting adjourned: 5.41pm

Minutes taken by: Lauren Young

Next Board Meeting: 23rd January 2020, 4.30pm (J1-102).