



Hutch Kids Board of Directors

Minutes

May 28th 2020 | 4:30 – 5:30 PM

Room: Zoom

Board Members present: Bruce Waltar, Lexi Harlow; Shannon Nagy, Mary Minoo, Lisa Coleman, Josh Scott (out at 5:20pm), Andy Firpo, Lauren Young; Andrea Perdue (4:50pm) Jon Ladd

Non-board members present: Shawna Rengli

Not present:

Regular session called to order at 4:34pm

Time of sharing (4:35-4:45)

- 1) Bruce – reflection on board member experience
- 2) Volunteer for June - Lexi

Approval of Consent Agenda (4:45-4:40)

- 1) Revised and approved April 2020 meeting minutes
 - a. Recommended motion: *Motion to approve March 2020 meeting minutes*
 - b. *Motion to approve by Mary / Second Josh / Andy abstained due to not being present*

June meeting date change (Lauren, 4.40-4.40)

- 1) Proposal to push June meeting back to June 25th due to conflicts
 - a. Conflicts cleared – returning to regularly scheduled time (Andrea may be absent)

Executive Director Report (4:40-4:55) Shannon

- 1) Center Update (including any COVID specific items)
 - a) Thank You card from center staff for the gift cards now on Dropbox
 - b) We are at 2/3 students – slowing down in transition of students – 1 open spot for new year. Anticipating potential changes at the Hutch as there may be some layoffs in June.
 - c) Screenings for children have started in the building before they go to their classrooms. Screening table set up in the lobby between 7am and 9am. If temperatures not taken at home the parent is asked to take temperature onsite.
 - d) Parent / teacher conferences and meet the teacher sessions are being offered via ZOOM
 - e) Thanks to Shannon from the community about presentations (Lexi). There may be additional sessions requested.

- 2) ED dashboard review

New Member Recruitment (Mary, 4:55-5:05)

- 1) Update on status – challenges with new member recruitment. Need to get more creative. No current people in the pipeline. Josh is offering to reach out to the “wall flowers” to give insight into the process.
- 2) Ask of board members - 1 or 2 contacts per member. We will also be putting up some signage.
- 3) Conversation took place about how "Meet the Teacher" nights in the past were a good way to connect with other parents and introduce the role of the board. Possible productive way to do personalization. Committee involvement suggestion to increase the pipeline.

Executive Director Annual Review (Lauren, 5:05-5:10)

- 1) Outline of process – Annual review is coming. Feedback form will be sent to us over the weekend. Soliciting feedback from Board Member to review Shannon’s performance. **Respond by June 12th**. Exec committee will bring back score to June meeting for executive decisions around salary, etc. Pay impact effective the next FY July. Realtime adjustment based off feedback. Include cost of living adjustment (cola).
- 2) Identifying action items for board members – N/A

Committee Reports (5:10-5:30)

- 1) Exec (Lauren) – Discussed committee assignments and streamlining committee work. Combine meetings suggested.
- 2) Board Dev (Mary) – discussed how and when to pick back up the membership vote. July or August better timeframe. Possible virtual Happy Hour to connect for a little while.
- 3) Finance (Josh) – New person working with us from Angelina (GPL accounting). Shannon is building that relationship. Family medical leave – decrease in payroll costs. June’s numbers should be back to what was budgeted. 990 has been submitted. Not looking at investment of funds – will discuss in next Finance Committee meeting. Is there a plan for when specialists will start, usually in September. Discussing several options due to Covid19 restrictions.
- 4) SPC (Jon/Shannon) – working with architects. Initial design being sent to KPFF to get some structural information – after will send out for cost estimates. Next meeting June 5th (TBD) and transition with Andrea to SPC chair. Current strategic plan ends in 2020. Hopefully will be able to make quick progress on new plan.
- 5) Expansion (Andy) – very much on hold. (TBD)
- 6) IT/Comms (N/A) - on hiatus (TBD)

Meeting adjourned: Adjourned 5:25pm

Minutes taken by: Lisa Coleman

Next meeting: Thursday, May 28th, 4:30 – 6 PM, Yale J1-102 or Microsoft Teams (Location TBD)