



**Hutch Kids Board of Directors
MINUTES**

Board Members present: Bruce Walter, Lexi Harlow, Shannon Nagy, Mary Minoo, Lisa Coleman, Josh Scott, Jon Ladd (4.41pm)

Non-board members present: Shawna Rengl

Not present: Lauren Young-Dudakov, Andy Firpo

Regular session called to order at 4.35pm

Approval of consent agenda – Approve two sets of minutes next month (if possible)

Training / Team Building Activity (4:30-4.40)

1) Time of sharing – Andrea

Andrea – Food and the Board: Sharing favorite foods from where travelled or where from every member

Next volunteer – Mary Minoo

2) March Meeting – TBD on topic

Approval of Consent Agenda (4:40-4.45)

1) Revised and approved January 2020 meeting minutes

a. Recommended motion: *Move to approve January 2020 meeting minutes*

Pending "Action Items" from prior meeting(s) (4:45-4:45)

Executive Director Report (4:45-4:55)

1) HK report

a) Modelling for who will be in what classes for next year complete

b) Shannon met with Sr Operations Managers

i) Fred Hutch / SCCA HR requested to meet to describe wait list, tiers, myth busting about qualifications, class size, availability, etc.

2) Shannon provided new text for CenterNet about Hutch Kids provided

3) ED dashboard reviewed

FY21 Budget Discussion (4:55-5.15) (Shannon/Finance)

LEASE

Questions from Bruce lease contract up for renewal July of 2020 (awareness only)

Legal fees – should that line item be increased? May hit this fiscal year. New rate 400.00 per hour

- 3 hours currently budgeted for fiscal year

What happens if lease expires (can be decided to be extended)
Possibly non-budgeted project expense coming against the reserves

TUITION DISCUSSION

Raising tuition overall and 5% discount – are the amounts published? Majority of the families receive the discount. Majority of the families will be getting the 10% increase – 5% discount rate currently good (future state - consider removing). The difference between Hutch rates and what the community is paying has been trending downward over the past few years.

Consider raising rate without reduction in discount

Families will be informed tomorrow

New rates effective July 1, 2020

FACILITY

Confirmed facility rent rate locked until the end of the current lease.

Discussion around salary budgets and how determined – very similar to last year averaging both federal and Seattle rate increases determined (2% across the board)

Board Vote – Budget Approved *(with expected format changes coming*

Jon move to approve FY21 yearly budget with final formatting from Marybeth.

Shannon seconded.

Vote - 7/0 approved

Playground Proposal (5.15-5.25) (Jon/SPC)

Review playground proposal

Architectural assessment estimated cost for initial design - 5800.00

Full blown costs of service to end of project

Estimated over the course of the entire project - 61,320.00

*Some of the spend may occur over the next fiscal year

SABA is continuing to honor last year's rates

KPFF rates may change

Considerations:

Contingency fund availability?

Funding?

Possible special capital campaign

What is the recommendation from SPC?

Move to approve 5000.00 to 6000.00 initial spend

Vote - 7/0 approved

Mission Statement Discussion (5.25-5.45) (Jon/SPC)

Move to next month

Committee Reports (5:45-6:00) – Brief updates

- 1) Exec (Mary) – first meeting
- 2) Board Dev (Mary) – First meeting
- 3) Finance (Josh) – met a couple of times going over budget / no red flags with audit
 - a. Move to approve audit report draft until accepted - Finance committee approved
 - b. 7/0 approval
- 4) Expansion (Andy)
- 5) IT/Comms (N/A)

Accreditation Evaluation Summary reviewed with Shannon sharing with the Board

- Excellent raw scores
- Consultation to go over scores will happen 3rd week in March
- Possible issues with review tool
- Classroom scores all in 90 percent range
- Supervision limitations
- Secure diaper bins
- Adult size seating

Curriculum trends

- Vocab and/or concepts related to dance
 - o Every classroom to have opportunities for gross motor experiences
- Rearrange classroom space – space limitations
- See report for added minutes content

Families will receive information from Shannon on the general scores in the newsletter (note from Shannon)

Recommendations tracked by Shannon

Must maintain national accreditation – less than 10% of agencies in US have accreditation

Meeting adjourned: 6pm (estimated)

Minutes taken by: Lisa Coleman

Next Board Meeting: Thursday, March 26, 2020, 4:30-6:30PM, Virtual