

## Board Meeting Minutes

December 17, 2020 5:30pm

Section #	Topic
1.	<b>Welcome and Preliminaries</b> Introductions were made. Board Members in attendance – Joseph Goepfrich, Brian Saxton, Zech Hoyt, Cheri Bell, Tara Hamilton, Ashley Jaffee-Montgomery were present. Guests included Chanda Hillman, Laura Burtis, Lourdes Puzevic, Patti Masters, Gloria Walter, and Teresa DiStefano. Quorum was met. Meeting called to order at 5:37pm.
2.	<b>Approval of Agenda</b> <ul style="list-style-type: none"><li>A. Conflicts of Interest - None were reported</li><li>B. * Approval of Excused Absences – Michael Bedford, Maria Zavala were absent, no reason given. Absence not excused.</li><li>C. * Approval of Agenda - Brian Saxton motioned to approve. Zech Hoyt seconded. Motion passed. (Board Members can remove items from consent agenda at this point)</li></ul>
3.	<b>Consent Agenda Items</b> <ul style="list-style-type: none"><li>A. *Minutes from meeting on November 19, 2020 – Zech Hoyt motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.</li></ul>
4.	<b>Board Education</b> <ul style="list-style-type: none"><li>a. School Readiness Goals</li><li>b. Class Scores</li><li>c. GGK – Growing Great Kids</li><li>d. Eligibility and Selection</li></ul>
5.	<b>Communications</b> (significant events and operations) <ul style="list-style-type: none"><li>A. Report from the Policy Council – Tara Hamilton reported that the PC meeting went well and was a typical meeting.</li></ul>
6.	<b>Monitoring Reports</b> <ul style="list-style-type: none"><li>A. * Director Reports – Directors report reviewed enrollment (80.9%), turnover at 17.82%, and location search updates, in addition to plans for the TCHS Expo. Brian Saxton motioned to approve. Cheri Bell Seconded. Motion passed.</li><li>B. * Finance Report – Zech Presented the items from the Finance Committee and reviewed the documents that the are provided to the full Board. He also discussed the 401K Audit concerns and that they are being addressed and corrected. Laura Burtis presented the funds remaining, CACFP, Admin Cost, In Kind, and Credit Card information. Brian Saxton motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.</li></ul>

**7. Board Work on the Strategic Vision**

(Report on Progress of Organizational Goals)

- A. 5-year Goal Progress – reviewed progress in 5-year goals.

**8. Board Policy Review**

- A. \* Revised Guide to a Safe Start and COVID preparedness plan - reviewed updated documents due to updating COVID coordinators at each site. Ashley Jaffee-Montgomery motioned to approve. Brian Saxton seconded. Motion passed.
- B. \* Eligibility and Selection – updates for COVID selection factors. Ashley Jaffee-Montgomery motioned to approve. Zech Hoyt seconded. Motion passed
- C. \*COVID work from home – this will move to the parking lot until January

**9. Board Decisions (Motions)**

- A. none

**10. Board Process Review**

- A. Pleasure of the Floor – Joseph discussed the probability of adding fundraising to potentially a foundation for separate funds that may be necessary to do things such as location purchases. Joseph then welcomed Teresa and she spoke of her appreciation for the ability to attend and expressed her interest in joining the board.

**11. \* Adjournment and Post Meeting Assignments**

Zech Hoyt motioned to adjourn. Ashley Jaffee-Montgomery seconded. Meeting adjourned at 6:41pm.

**12. Executive Session (if required)**

**13. Parking Lot**

- Recruitment of new Board Members
- Fundraising/Endowment/Foundation

\*Denotes approval needed

Approved: 1/21/2021