

**Minutes of the Monday, January 13, 2014 (postponed from 1/6/14)
West Midland Family Center Board of Directors Meeting**

Board Members: S. Bowen, B. Dollard, E.J. Herst, A. Schmitz, W. Traschen

Nominees: J. Lauderbach, R. Dishaw

Excused: G. Dauer, A. Pankratz, J. Weiler

Advisors: T. Misner, B. Schmidt

Staff: G. Dorrien, D. DeMott, J. Green, M. VanConant

Staff Report: Melina VanConant, Childcare Director

Melina is the Childcare Director and also directs The After School Program (ASP) and Summer Program. Melina has been at WMFC for eight years (six of those working for KinderKare).

Childcare is running well, our numbers are a little low. We are always in recruitment mode for childcare and ASP families. There are a lot of children living in foster families or from homes that qualify for DHS child care subsidies. Inconsistent attendance is something that both WMFC and the kids have to deal with as a reality of the situation of these children's lives. Most child care providers just want full time children to fill a slot and they charge for that slot regardless if you attend or not. WMFC offers part-time, drop-in care and hourly rates. The families are much happier with these choices, but it is left to WMFC to figure out how to make the program work. Our goal from a financial aspect is to have income match direct expenses. In the 0-5 age group we have 12 infant and toddlers and 12 preschool age. We never have them all at one time because our rooms would not meet licensing standards.

This is the first year she has been in charge of the After School Program and she finds it a bit of a challenge but it is working. The program runs five days a week and WMFC provides transportation four days of the five. Currently the After School Program has 37 children enrolled and averages 23-25 elementary students, and about 6 middle school students. There are also two high school students that are currently volunteering.

Melina loves the support of WMFC gives her and her heart is here for the families in her programs. Melina grew up attending many of the programs at WMFC. Her mother was on the Board of Directors and volunteered delivering meals for the senior site. Melina has a 14 year-old son, Brycen, who is a freshman (and a volunteer here in the ASP). He is a good, well-mannered boy. Melina met her fiancée 3 years ago and will be getting married in June. Melina loves to play softball.

Herst called the meeting to order at 7:10 P.M. with Dollard reading the Mission Statement.

Herst called for Public Comments. There were none.

Motion to approve the Minutes of the November 4, 2013 Board Meeting
Schmitz/Dollard
Approved

Executive Committee – E.J. Herst, Chair

No report.

By-Laws / Nominating Sub-Committee – T. Misner, Chair

Herst reported that there are 3 nominees for the open Director positions: Rod Dishaw, Jon Lauderbach and Dave Parello (who could not attend this meeting).

Ann Schmidt has offered to serve a second term.

Motion to elect Rod Dishaw and Jon Lauderbach and re-elect Ann Schmidt to the West Midland Family Center Board of Directors.

Dollard/Traschen

Slate of nominees elected as presented.

Motion to elect the slate of officers as:

E.J. Herst, President; S. Bowen, Vice-President; Ben Dollard, Treasurer; Rod Dishaw, Secretary and Ann Pankratz, Executive Committee Member at Large.

Lauderbach/Schmidt

Slate of officers elected as presented.

Misner had nothing further.

Fundraising Sub-Committee – S. Bowen, Chair

Bowen reported that Jason Green has finished the database.

The results of the December request mailing were amazingly successful. Results of the last four campaigns include:

2010 \$ 62,078

2011 \$ 74,867

2012 \$ 80,361

2013 \$172,204

The average donation in 2012 was \$250 and in 2013 it was \$447. The response rate to such requests is on an industry average is usually about 3%, WMFC had a 29% response rate. Additionally 14% of those responding were new donors.

The 40th Anniversary Celebration will be held on Thursday, July 31, 2014. There will be a meeting on Thursday, January 23, 2014 at 1:00 pm at the WMFC. Dorrien would like this to be a free family oriented celebration. It will not be a fundraiser but we will try to get business sponsors (vendors, organizations and businesses).

Investment Committee – B. Dollard, Chair

Dollard gave a brief history of the Investment Committee for the new members.

The value of the endowment is \$6.7 million, which is \$1.3 million above donated cost.

2014 Goals: Continue with the same process as we have been doing,

Accounting / Budget Committee – B. Dollard, Chair

Coons expects revenues to match expenditures. Our *Grants from unidentified sources* line item , (which is reduced every time we add new grants) was set at nearly \$300,000 at the start of 2013 is at \$0.

WMFC had another good audit in 2013 and everything is going well.

2014 Goal: Would like to see at least one new member join the committee.

Jon Lauderbach has volunteered to join the Acct/Budget Committee.

Dow COP Committee - B. Dollard/G. Dorrien Committee Members

Dollard reported the Committee is meeting to pick 6-8 students out of the 13 that have applied for permanent status.

The December Holiday Dow COP Party was well attended. Approximately 180 filled the dining room.

Formal guidelines governing Dow COP provided student transportation and one-on-one sessions with the Dow COP Director (Mike Sobolewski) have been established for the program.

Amazingly, no students have left the program with the change in the leadership of the program. Typically 1/3 to 1/2 of the students leave when a director turns in their resignation (for many different reasons). Mike is to be commended for his outstanding efforts on behalf of the students.

2014 Goals: Working with new program Director and getting him into the program. He is already making his own mark on the program.

Activities Committee – G. Dauer, Chair

Dorrien reported the *Thanks for Giving* attendance was smaller this year. Bulk rate postage sometimes takes up to three weeks to deliver and that's just what occurred for the invitations for people that live in this area of the county. There was still a wonderful turnout of about 300 attendees.

Facilities Committee – E.J. Herst, Committee Member

Herst reported comments from Facilities Director Jeff Myers

- WMFC truck needed repairs and that was done.
- Roof had a leak and that was repaired.
- Preventive maintenance occurred for roof top HVAC units
- There is a focus on documentation.
- Green resources activity investigations– wind turbines.
- Revise 1 year and 5 year facilities plan.

Human Resources Committee A. Schmitz, Committee Member

Schmitz reported they met to approve bonuses.

- 2014 Goals:** Support Greg in any HR issues that come up.
Continue to keep an eye on the Affordable Care Act.
- Personal Goal:** Attend at least one event. This was accomplished this year.

Communications Committee – W. Traschen, Chair

Traschen reported that the next Focus will be out February 28th.

The 100 Women Club met last week. Wendy will keep the group updated as to the Committee's needs.

Traschen will update the Legacy Brochure.

Auxiliary Committee – G. Dauer, Auxiliary Chairman

Dorrien reported the group met their goal of raising \$20,000 of support for the WMFC operating budget this year.

Executive Director's Report - G. Dorrien

See report included in the Board Packet.

Nancy Lamb, Dow Chemical Company's Corporate Contributions Officer, will be out for a tour in January. We've requested funding to cover two years of operational costs for the Dow COP program and we then hope to leverage that support with the other foundations to provide at least one more year from each of the major foundations.

Building Project Funding: WMFC will approach the foundations to help with funding after a thorough review of our current and projected needs are assessed.

Board member, advisor, and staff comments:

Herst reported that he and his family participated in the Holiday Help program this year and adopted a family. His family had a great time with it.

Welcome Jon and Rod to the WMFC Board of Directors.

Motion to Adjourn Lauderbach/Dishaw Meeting adjourned at 8:36 pm by Herst.

The next meeting is scheduled for **Monday, March 3, 2014** at 7:00 pm. at the West Midland Family Center

Respectfully submitted,
Diane DeMott