

**Minutes of the Tuesday, January 8, 2019
West Midland Family Center Board of Directors Meeting**

Board Members: **B. Dollard, B. Alba, B. Bowen, J. Buchanan,**

D. Parrillo, T. Screws, J. Traschen

Excused: D. Dub, C. Stone, W. Mayton, R. Dishaw

Advisors: J. Weiler, T. Misner, C. Coons, B. Schmidt, B. Dostal, S. Bowen,

A. Schmitz, E.J. Herst, C. Allemang

Staff: **G. Dorrien, M. Finney, S. Love, J. Green**

Dollard called the meeting to order at 6:03 P.M. with J. Traschen reading the Mission Statement.

R. Dishaw, Secretary not in attendance, T. Screws will serve as secretary for this meeting.

Dollard called for Public Comments – No public present

Community Resource Center (Beth Prince Sorenson) – This will be at the March meeting instead of today.

Upcoming WMFC Events:

- Strengthening Families – January 21
- Vaping Education (through the Legacy Center) – TBD
- Food distribution January 22/23 – waiting to confirm
- Family Nights – Saturday, January 26th from 4:00-6:00
- Mid-Michigan PTRS day of volunteering – February 20th from 8:00-4:00 (physical/occupational therapy)

Staff Report: Ben Larson, Maintenance

Motion to approve the Minutes of the November 6, 2018 Board Meeting

Motion B. Bowen / 2nd T. Screws – Minutes are approved

Investments – D. Parrillo, Chair

- Did not meet

Accounting / Budget Committee –B. Alba, Chair

- 2018 Fiscal year has finished strong, will designate some money into 2019.

Dow COP Committee – B. Bowen/G. Dorrien Committee Members

- 13 have applied, we meet on January 9th to select those that will join the program. The students have written an essay, and the parents are asked questions to help make the decisions on who will enter. We will accept between 10-12 students for this coming year.

Activities Committee – G. Dorrien, Ex. Director

- Did not meet

Facilities Committee – B. Bowen, Committee Member

- Did not meet

Human Resources Committee - ????????, Committee Member

- C. Stone has resigned as a WMFC Board Member, we will need to find someone new for the Human Resources position. Ann Schmitz (past board member) has said she will give some suggestions of people she knows that could fill the position. Dave Parrillo may also have someone that could be interested in helping fill this position or at least help with HR issues.

Communications Committee – J. Traschen, Chair

- J. Traschen has been communicating with Greg about how we could use the road sign – what can people read when going by at 55 mph. He will be forwarding Greg his ideas/suggestions soon.

Auxiliary Committee – G. Dorrien, Ex. Director

- Bingo has been doing well, their attendance numbers are up and are making more money than they have been.

Executive Committee – B. Dollard, Chair

- Did not meet

Fundraising Sub-Committee – J. Buchanan, Chair

- Reviewed the 2018 year end donation campaign from the annual mailing.
- From discussions that happened, it was suggested that we should educate people about giving through their retirement plans, this way the donor will save money through taxes.
- How many people know about the smile.amazon.com shopping? A percentage goes to WMFC if you choose us as the recipient, we will add this to the Family Focus as a regular item so people are aware.

By-Laws– D. Dub

- Did not meet

Nominating Sub-Committee - J. Buchanan

- C. Stone has resigned as a WMFC Board Member, we will need to find someone new for the Human Resources position. Ann Schmitz (past board member) has said she will give some suggestions of people she knows that could fill the position. Dave Parrillo may also have someone that could be interested in helping fill this position or at least help with HR issues.
- We will need to be thinking about replacements for those that will have their terms end at the end of 2019 as well, we will have members that cannot return because the term limits.
 - Would like to find someone from around the WMFC area (rural) for a local board member.

Executive Director's Report – G. Dorrien

- See the Executive Director 2018 goals in the January board packet.
- WMFC did receive an increase from the United Way this year, very exciting news since they were worried about not meeting the goal this year.
- The United Way is requiring all agencies that receive funding through them to sign a “Memo of Understanding” stating the funds will be used in the manner in which they were requested.
 - West Midland Family Center Board of Directors understands the United Way “Memo of Understanding” and accept this money based the memo guidelines.
 - Motion – J. Buchanan / 2nd – D. Parrillo – Motion passes

Board member, advisor, and staff comments:

- Susan Love provided an update on the Strategic Plan. Highlights include:
 - There appears to be adequate funding for the budget for the next two years
 - The marketing plan calls for accessing mostly free media opportunities
 - Building and maintenance needs are looked at in 1, 5 and 20 year timelines
 - All full time leadership staff express wanting to stay 4 -15+ years
 - The new Human Resources handbook was adopted in January 2017.
 - There should be an expansion of the middle and high school programing.
- Susan was commended by the Board and Executive Director for working with the various staff and volunteers to pull together this comprehensive living document that will serve as a road map for further development.

Motion to Adjourn D. Parrillo /B. Alba Meeting adjourned at 7:50 pm by Dollard.

The next meeting is scheduled for **Tuesday, March 5, 2019** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,
Tammy Screws / Missy Finney