

**Minutes of the Tuesday, March 3, 2020
West Midland Family Center Board of Directors Meeting**

Board Members: **B. Dollard, M. Metcalf, B. Bowen, J. Buchanan, C. Allemang**

A. McGinnis, T. Screws, W. Mayton

Excused: B. Alba, J. Traschen, G. Wilson

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

A. Schmitz, E.J. Herst, J. Lauderbach

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

Dollard called the meeting to order at 6:00 P.M. with C. Allemang reading the Mission Statement.

Dollard called for Public Comments – No public in attendance

Upcoming WMFC Events:

- Launch into Reading – Wednesday, February 27th 5:30 – 7:30
- Family Recreation Night – Saturday, February 29th 4:00pm – 6:00pm
- Surplus Food Distribution, Saturday, March 14th – COP will be packing 9am – 12pm, distributing 1pm – 4pm
- Spa Night - Wednesday, March 25th 5:30pm – 7:00pm
- Spring Event (Family Services) – Thursday, April 9th
- Appreciation Awards – Thursday, April 23rd 6:00pm – 8:00pm
- Health Fair – Thursday, May 7th – Time not set
- Playgroup – Friday, April 24th 10:00-11:00

Staff Report: Malessa Wing, talking about her role in Family Services as the Child Behavioral Change Agent

Motion to approve the Minutes of the January 7, 2020 Board Meeting

Motion B. Bowen / 2nd J. Buchanan / Approved – Unanimously

Investments – D. Parrillo, Chair

- Did not meet
- With the stock market dropping the endowment fund is down from what it was at the beginning of the year.

Accounting / Budget Committee –B. Alba, Chair

- Did not meet
- J. Green is preparing for the audit that will happen in a couple of weeks.
- The budget is in a good position for the beginning of the year, we did well keeping on budget for 2019. And had a very good December with individual support.

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

- The class of 2023 has been chosen, there are 9 students in this class. Had our first meeting, we learned what students need from us and they all got to know each other. We also volunteered at Grace A. Dow library.
- The COP group will be going on an over-night WWII Submarine that is in the Kalamazoo area.
- Volunteering at a wildlife refuge in the next month or so, to help convert the refuge from winter to spring/summer.
- Have our dates set for the summer trips, looking forward to those.

Facilities Committee – B. Bowen, J. Green Committee Members

- The maintenance staff have been very good at preventative maintenance and keep things in good working order.
- There are a few things that we are finding that do not work the way we thought they would work or that they are supposed to work, the maintenance staff are working on figuring things out.
- The kitchen that Senior Services uses is in need of an upgrade. Discussed with the board all the options for the use of the room, and what the cost could potentially be to renovate.
 - The board would like more information on the costs before it is decided if we move forward with renovating the kitchen.
- M. Metcalf's contact at Hemlock Semiconductor was able to talk to someone in the Public and Govern Affairs Department that said they may be interested in helping with the solar panel project.

Human Resources Committee – A. McGinnis, Committee Member

- Did not meet

Communications Committee – J. Traschen, Chair

- The next Family Focus newsletter will be out soon, this will include the list of donors over the last year.
- J. Buchanan has been very helpful with all the Midland Daily News Community Connection articles.
- J. Traschen and Bolger & Battle have created a new fire route map for us – passed the map around (this is the first draft). Thank you Jesse & Wendy for always doing such a great job with anything we ask for.

Auxiliary Committee – G. Dorrien, Ex. Director

- Bingo has been going good, attendance is up and they are making a higher profit.
- G. Dorrien did spend last Saturday here to talk to the patrons and volunteers about how they treat one another. They all seemed receptive and the night was fun.
- Bingo is in need of more volunteers, if you know anyone interested in helping on Saturday evenings.

Executive Committee – B. Dollard, Chair

- Did not meet

Fundraising Sub-Committee – J. Buchanan, Chair

- Did not meet
- The December fundraising campaign went very well.

By-Laws – M. Metcalf

- Did not meet
- We need to review the section about approving motions via email/phone in the by-laws – one copy had that section crossed out.

Nominating Sub-Committee - J. Buchanan

- The board approved C. Allemang & G. Wilson via email.
- We will need new board members at the end of 2020 if those that have terms ending this year if they do not plan on returning, if you know someone to suggest to replace those leaving please let J. Buchanan know.

Executive Director's Report - G. Dorrien

- We did put up a new guard rail fence by M-20, in front of the chain link fence to help protect the children that are in the fenced in area.
- WMFC purchased a new “used” plow truck, the old truck was not in good condition and was leaking fumes into the cab.
- Helping Hands Dental Center has submitted grant requests to cover the loan they have with WMFC.

Board member, advisor, and staff comments:

- Thank you to Susan Love for all the Midland Daily News Community Connection articles.

Motion to Adjourn M. Metcalf /2nd C. Allemang Meeting adjourned at 7:39pm by Dollard.

The next meeting is scheduled for **Tuesday, May 5, 2020** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,
Tammy Screws / Missy Finney