

**Minutes of the Tuesday, March 5, 2019
West Midland Family Center Board of Directors Meeting**

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

D. Parrillo, T. Screws, W. Mayton, J. Traschen

Excused: R. Dishaw, D. Dub

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

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

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

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

R. Dishaw not present, J. Buchanan will reside as Secretary for this meeting.

Presentation by Beth Prince Sorenson from Community Resource Network about WMFC participating in the ICAT survey, to help determine best practices for non-profit organizations and how/where we can have the biggest impact on our patrons. This is in replacement of the ACE survey follow-up that we had already paid for (grant paid a large portion of this), this will help us see where we are with our Strategic Plan.

- Board members that are interested in taking the survey:
 - B. Bowen, B. Alba, J. Traschen, T. Screws, J. Buchanan, B. Dollard, D. Parrillo

Dollard called for Public Comments – No public present

Upcoming WMFC Events:

- Community Playgroup is Friday, March 8th from 10:00-11:30
- Family Recreation Night is Saturday, March 30th from 4:00-6:00
- Vaping education (through the Legacy Center) – still working on scheduling
- WMFC Volunteer Appreciation Night is Tuesday, April 16th
- Dow COP Graduation Celebration Dinner is Wednesday, May 29th

Staff Report: Mike Sobolewski presented about COP.

Motion to approve the Minutes of the January 8, 2019 Board Meeting

Motion J. Buchanan / 2nd D. Parrillo – Minutes approved

Investments – D. Parrillo, Chair

- Did not meet, still sorting out a date that will work for Azimuth to meet.

Accounting / Budget Committee –B. Alba, Chair

- Did not meet
- J. Green reviewed the 2018 financial reports.
 - Motion to designate \$63,000 excess from the 2018 budget to the 2019 budget.
 - Motion / D. Parrillo, 2nd / T. Screws – Motion passes
- Audit will happen the week of March 18, 2019.

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

- At the January meeting 13 new freshman students were selected for the program.
- The COP committee be working on a plan to help the committee make the difficult decisions when there are multiple students and the choice is not very clear.

Activities Committee – G. Dorrien, Ex. Director

- Did not meet
- Committee will be involved with the Volunteer Awards Event that will be happening on April 16.

Facilities Committee – B. Bowen, Committee Member

- Did not meet
- New maintenance director is working on how solar energy could help WMFC save money on electricity. He has also been making updates to the lighting and water tank.
- WMFC was without power a few days ago for about 16 hours, the maintenance director evaluated what was on the generator and what could be added.

Human Resources Committee – A. McGinnis, Committee Member

- WMFC is working on consolidating the new hire process, making it an online experience and less time consuming for the new hire employee.

Communications Committee – J. Traschen, Chair

- Meeting set up with G. Dorrien the week of March 11, 2019 to discuss marketing options for all the different mediums that are available to use.
- WMFC Family Focus is coming out soon, would like more input from the communications committee.
- Would like to see more WMFC articles in the newspaper, Midland Daily News will run anything we write up. J. Buchanan is interested in helping promote through Facebook and writing articles for the paper.

Auxiliary Committee – G. Dorrien, Ex. Director

- Bingo is doing well, they have made changes to the games and are making a profit.
- They now have a ServSafe person who will start preparing food each week for the Bingo group.

Executive Committee – B. Dollard, Chair

- Did not meet

Fundraising Sub-Committee – J. Buchanan, Chair

- Met, but nothing to report at this time.

By-Laws– D. Dub

- Did not meet

Nominating Sub-Committee - J. Buchanan

- J. Buchanan would like to nominate Amy McGinnis to the WMFC board.
 - Motion / J. Buchanan, 2nd B. Alba – Motion passes
- T. Screws brought a couple of names for future board members David Kissinger and Tami Bolles.
- G. Dorrien also suggested to keep Christian Allemang on the future board members list as well.

Executive Director’s Report - G. Dorrien

- WMFC has recently been recipients from donors that have passed requesting that memorials be given to WMFC.
- WMFC will be starting a program in June we are calling “At your wits end”, this will allow parents to show up at WMFC anytime and we will watch their child while the parents are able to sit by themselves or talk with a staff member while they calm themselves until they are able to handle their child. The parents will not be leaving the building, this is not babysitting their child so they can go shopping.
- Being an emergency shelter during the “Polar Vortex” was a very good decision for WMFC, we were able to help a few people during the five day period that we were open 24 hours a day. There was plenty of people interested in helping or reporting on how it was going.

Board member, advisor, and staff comments:

- No remarks

Motion to Adjourn B. Bowen / 2nd J. Buchanan Meeting adjourned at 7:40 pm by B. Dollard.

The next meeting is scheduled for **Tuesday, May 7, 2019** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,
J. Buchanan / Missy Finney