

**Minutes of the Tuesday, March 6, 2018  
West Midland Family Center Board of Directors Meeting**

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

**J. Weiler, D. Parrillo, C. Stone**

Excused:                           R. Dishaw, W. Traschen, T. Screws

Advisors:                         T. Misner, C. Coons, B. Schmidt, B. Dostal, S. Bowen, A. Schmitz,  
E.J. Herst, L. Reeves, J. Lauderbach

Staff:                               **G. Dorrien, M. Finney, S. Love, J. Green, H. Roth, C. Davis**

B. Bowen called the meeting to order at 7:10 P.M.

The Nominating Committee recommends the following for the officers for the Board of Directors:

- Ben Dollard – President
- Bill Bowen – Vice-President
- Brooke Alba – Treasurer
- Rod Dishaw – Secretary
  - J. Weiler made the motion to approve the recommendations – Unanimously approved by the board.

B. Bowen reading the Mission Statement.

B. Bowen called for Public Comments – No public in attendance

B. Dollard asked the board to introduce themselves to each other.

Upcoming WMFC Events:

- Professional Development Day for staff is March 16<sup>th</sup> from 9:00-12:30.
- Volunteer Appreciation Event is scheduled for April 19<sup>th</sup>, time to be determined.

Staff Report: Helen Roth – Introduced herself and talked about what her roles are here at WMFC.

Motion to approve the Minutes of the February 5, 2018 Board Meeting

Motion C. Stone / 2<sup>nd</sup> J. Buchanan – Approved unanimously

**Executive Committee – B. Dollard, Chair**

- Did not meet – Will need to meet about new committees.

## **By-Laws– J. Weiler**

- Did not meet

## **Nominating Sub-Committee - J. Buchanan**

- Tammy Screws (past employee, DOW COP graduate, and Associate Pastor of Oil City Assembly of God) wrote a letter requesting to be considered for a member of the board of directors. Dorrien wholeheartedly agree she would make for a wonderful selection, having been active in many facets of the Center.
  - J. Buchanan recommends Tammy fill this position.
    - Motion J. Buchanan / 2<sup>nd</sup> D. Parrillo – Unanimously approved by the board.

## **Fundraising Sub-Committee – J. Buchanan, Chair**

- We are working on fundraising daily, any help from board members is appreciated – if your church, service club or other organization can help please let us know. We're happy to make presentation or write letters of request.

## **Strategic Growth Committee- D. Parrillo, Chair**

- Strategic Plan kind of stalled toward the end of the year, have talked with the staff and we are starting to move forward again. This all started when we had a busy year with a new Three's full-day preschool program grant and expansion. The team also agreed to bring the plan to the next board meeting and also go through it and discuss progress or pinch points in detail

## **Expansion Committee – G. Dorrien**

- The expansion is coming to an end, wrapping up small items and finishing the security system.

## **Investments – B. Dollard, Chair**

- Did not meet
  - April meeting is scheduled

## **Accounting / Budget Committee – B. Alba, Chair**

- Reviewed the December 2017 financial statements.

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

- Thanks to an increase from the United Way we were able to add 4 more students to the COP program this year (total of 12 were added for this year's freshman class). Two students are from Meridian, we have not had students from Meridian in a couple of years. Have also added 1 part-time staff member to help Mike.

## **Activities Committee – ??????????????, Chair**

- No report

### **Facilities Committee – B. Bowen, Committee Member**

- Did not meet
  - All major facility needs were addressed in the expansion/renovation.
  - It is a constant struggle to keep the building as clean as we would like too. We're fortunate to have multiple programs keeping their area cleaned so the maintenance department can focus on non-program common areas of the building.

### **Human Resources Committee C. Stone, Committee Member**

- Did not meet
  - There was one electronic vote in December.

### **Communications Committee – W. Traschen, Chair**

- Dorrien reported that he's extremely pleased with the support that B + B has provided the Center in 2017. Staff is currently working on a new edition of the Family Focus.

### **Auxiliary Committee – G. Dorrien, Committee Member**

- Bingo has been making more money than what they had been, but they are having less players. This is a result of greater player spending. Long term there may be a concern for viability.

### **Executive Director's Report - G. Dorrien**

- We had a great turn out for the Expansion Open House in February, 230+ people attended.
  - Numerous foundations attended which is encouraging.
  - Great coverage by the Midland Daily News on the expansion was received – prior and after the event. Copies were distributed with the Board packet.

### **Board member, advisor, and staff comments:**

- J. Buchanan is interested in writing articles for WMFC to be submitted to the Daily News. This is a great way to get information to the public about what WMFC has to offer.
  - Suggestion to have her write about the United Way increase to support the COP program.
- D. Parrillo asked if the insurance policy for the building has been updated. It is in the process of being evaluated by our insurance company.
- B. Dollard asked the board if anyone has conflicts with the upcoming board meetings for the year. We will discuss at the next meeting if there are concerns (July & September meetings are possible concerns – because being close to holidays).

Motion to Adjourn J. Weiler /D. Parrillo Meeting adjourned at 8:40 pm by B. Dollard.

The next meeting is scheduled for **Tuesday, May 1, 2018** at 7:00 pm. at the West Midland Family Center.

Respectfully submitted,  
Joy Buchanan / Missy Finney