

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

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

**A. McGinnis, T. Screws, J. Traschen**

Excused:                           D. Parrillo, R. Dishaw, W. Mayton

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, Jillian Westphal, Ben Larson, Kerianne Allemang, Trixie Onstott**

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

Secretary for the meeting – T. Screws

Dollard called for Public Comments – no public present

- Watched a time lapsed video of a surplus food distribution that goes through the bus maintenance garage.

Upcoming WMFC Events:

- Family Recreation Night, Saturday, November 30<sup>th</sup>
- Sharing Tree Delivery, Wednesday, December 4<sup>th</sup> at 1:00
- Holiday Help Delivery, Monday, December 16<sup>th</sup> at 1:00
- WMFC Staff Christmas Party, December 19<sup>th</sup> at 6:30
- Thanksgiving basket organization
- Family Recreation Night, Saturday, December 28<sup>th</sup>

Staff Report: Jillian Westphal, Childcare Supervisor

Motion to approve the Minutes of the September 3, 2019 Board Meeting

Motion B. Bowen / 2<sup>nd</sup> J. Buchanan / Approved - Unanimously

**Investments – D. Parrillo, Chair**

- The endowment fund has been doing well, they do not see a recession coming anytime in the next 12 months, WMFC account has done well above average.
- The cash advances made from the Endowment Fund to the operating Fund in 2019 for cash flow purposes has been paid to the endowment fund

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

- The deficit is the lowest it has ever been at this time of year, less than \$11,000 in unidentified source money is needed.

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

- The new freshman are still in the trial period, there are 15 participating.
- The current students have been benefitting from the opportunity to talk with past students, they can ask questions about college life, classes and degrees.
- Explained how COP started, what they do and how WMFC helps get them to college.

#### **Activities Committee – G. Dorrien, Ex. Director**

- Did not meet

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

- Working on a grant to the Midland Area Community Foundation for the solar array, the committee should be voting on November 13, 2019.

#### **Human Resources Committee – Amy McGinnis, Committee Member**

- Committee communicated via email about raises and lump-sum salary adjustments, both were approved if the budget is balanced.

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

- Worked on the design of the volunteer shirts, just waiting on the decision of which design.
- Created an infographic for WMFC – the staff think it looks great, will be a great marketing tool.

#### **Auxiliary Committee – G. Dorrien, Ex. Director**

- Bingo has been going good, they have been having lower numbers but that is expected this time of year.

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

- The committee approved a loan to Helping Hands Dental Center, it is expected to be paid back in no later than 4 years. Helping Hands has received a couple of grants, so the loan should be paid back early.

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

- It is the fundraising time of year for WMFC, if you know of anyone that you think would like to be a donor to WMFC get the list of names to Greg or Joy. If you have any ideas for fundraising please let us know.
- Make sure you use smile.amazon.com when you do your Amazon shopping and choose WMFC as your donor agency.

## **By-Laws– M. Metcalf**

- Did not meet

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

- We need new board members, if you have anyone that you think would be a great board member please get the name to Joy.
- Dave Parrillo and Rod Dishaw both will be off the board at the end of this year.
  - J. Buchanan nominated A. McGinnis to begin as a 1<sup>st</sup> term board member January 2020.
  - J. Buchanan nominated M. Metcalf to complete D. Dub board term (2018/2019), and begin as a 1<sup>st</sup> term board member January 2020.
    - Motion to approve J. Buchanan / 2<sup>nd</sup> B. Bowen / Approval – Unanimous

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

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

- Suggested board meetings for 2020:
  - First Tuesday of every other month at 6:00PM
    - Tuesday, January 7, 2020
    - Tuesday, March 3, 2020
    - Tuesday, May 5, 2020
    - Tuesday, September 1, 2020
    - Tuesday, November 3, 2020
- A. McGinnis motion to approve the suggested board meeting dates & times listed / 2<sup>nd</sup> M/ Metcalf / Approved – Unanimous
- J. Green gave results from the staff participation in the United Way campaign.
- B. Alba – Does WMFC staff go to other centers to find new ideas and see how others are doing things?
  - Close relationships with other agencies and do communicate on a regular basis.
  - Childcare and preschool programs in Midland County do have lots of opportunities to talk and share ideas.
- B. Dollard talked about his experience with the Poverty Simulation that was at the Professional Development Day for staff. It was very eye opening and very stressful, it is a great exercise for you to participate in if you get the opportunity.

Motion to Adjourn B. Bowen / 2<sup>nd</sup> B. Alba Meeting adjourned at 7:15 pm by Dollard.

The next meeting is scheduled for **Tuesday, January 7, 2020** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,  
Tammy Screws / Missy Finney