

**Minutes of the Tuesday, November 2, 2021 (Online Zoom Meeting)
West Midland Family Center Board of Directors Meeting**

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

 A. McGinnis, W. Mayton, J. Traschen, G. Wilson, J. Moses

Excused: J. Buchanan

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

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

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

Dollard called the meeting to order at 6:02 P.M. with C. Allemang reading the Mission Statement.

Dollard called for Public Comments – no public present

Upcoming WMFC Events:

- Surplus Food Distribution November 29/30 and December 20/21– if any board or advisor members would like to volunteer please reach out to Helen Roth for details.

Staff Report: Kerianne Allemang (School Age Supervisor)

- Kerianne gave an update of what we do in child care with the school age population.
- Kerianne is also leading our onboarding efforts for getting new staff members into the organization.

Motion to approve the Minutes of the September 2, 2021 Board Meeting

Motion B. Bowen / 2nd B. Alba / Approved Unanimously

Investments – D. Parrillo, Chair

- Reviewing the contract with Azimuth
- The endowment fund is doing great, currently over \$16 million.

Accounting / Budget Committee –B. Alba, Chair

- Projections are for a \$300,000 surplus in the operating budget at the end of the year.
- The committee approved the lump sum salary adjustments for the HR committee to allocate as they based upon their judgement and that they do not necessarily have to be the size of last years.
 - HR committee will be setting up a meeting to discuss the lump sum salary adjustments soon.
- Jason, Greg and Susan did a great job with grants and government programs this year!
- Motion by M. Metcalf / 2nd by A. McGinnis /approved (Dollard abstained):
 - The banking signature cards need to be updated, proposed is the following:
 - Add Ben Dollard and Bill Schmidt
 - Keep Greg Dorrien and Carl Coons

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

- Incoming potential COP students are in the “try us out” phase for this semester and we are likely to have a low number of students in the freshman and sophomore grades take up the opportunity, due to COVID. Hoping that once Mike can get back into the schools and promote to teachers and counselors we will see more students.
- The program is starting to meet in person.

Facilities Committee – B. Bowen, G. Dorrien Committee Members

- Did not meet
- The building is in very good shape, but we are finding it is hard to get materials to fix any equipment or building repairs when it is called for.

Human Resources Committee – A. McGinnis, Committee Member

- Did not meet
- A. McGinnis had been in touch with Greg about COVID-19 policy questions and the EAP (Employee Assistance Program).
 - A. Schmitz has been researching adding an EAP (Employee Assistance Program) and has helped us choose an agency to provide the program to WMFC employees.
 - This program is for six free counselor visits per concern and is also offered to family members that live within the employee’s household.
 - This will be support for employees to help them personally and theoretically helps them be better employees.

Communications Committee – J. Traschen, Chair

- Renee Allen is doing some research on “search engine optimization” to see how we can get WMFC higher on the search list.
- Thank you cards and envelopes are on order.
- The Family Focus will be out soon.
 - Greg asked Jesse to give him some ideas for an updated looking Family Focus for next year.
 - Susan Love volunteered to be involved in the updated look of the Family Focus discussion.

Auxiliary Committee – G. Dorrien, Ex. Director

- The players/volunteers seem to like the new Tuesday evening sessions (having switched from Saturday nights) when we started back up after the COVID break.
- Attendance has been averaging 25-30 each week.
- Players are required to wear masks. The first couple of weeks were challenging but they have been abiding by the rule when they found out we were serious about enforcing it.

Executive Committee – B. Dollard, Chair

- The committee approved via email to submit the United Way grant request.

Fundraising Sub-Committee – J. Buchanan, Chair

- Did not meet

By-Laws – M. Metcalf

- Did not meet

Nominating Sub-Committee – J. Buchanan

- We have two Board members that are at the end of their two terms:
 - J. Buchanan and B. Bowen
- One Board member that is at the end of their first term:
 - W. Mayton, and he has indicated he is willing to serve another term if nominated.
- B. Dollard will reach out to J. Buchanan about nominations and renewals.

Executive Director’s Report – G. Dorrien

- WMFC employee’s United Way Campaign once again broke their own goal of \$20,000, collecting pledges of over \$21,100, this will once again rank us as the biggest total contributor of all the United Way affiliated organizations (our peers).
- Donated goods and food – we need more dedicated physical space to carry out the function at the level we have been going for the last two years. G. Dorrien will be contemplating how we can make this happen – possibly by an expansion. G. Dorrien will work with staff members and come back in January with thoughts and a suggested plan.
 - G. Wilson indicated an interest in facilitating a focus group on why families continue to participate at WMFC and that information could be useful in making the case for any potential expansion.

Board member, advisor, and staff comments:

- B. Dollard reviewed the proposed 2022 Board Meeting dates – all agreed to continue on Tuesdays at 6:00 PM. For the time being we will continue to meet via Zoom, until it is safe to meet in person.
 - A couple of board members like the option to meet via Zoom or in person – J. Green and B. Alba will meet to discuss options for this to happen in the board room (as Snowmakers has a system).
- B. Bowen has agreed to stay on as an advisor after his board term is complete.
- A. McGinnis stated that she read a “Thank you note to WMFC” through the Midland Public Schools family publication for the surplus school supplies that WMFC arranged for MPS to receive.
- M. Metcalf was contacted by multiple people saying they saw him in the WMFC Family Focus – looks like it is well distributed and read! 😊.

Motion to Adjourn B. Bowen / 2nd B. Alba Meeting adjourned at 7:12 pm by Dollard.

The next meeting is scheduled for **Tuesday, January 4, 2022** at 6:00 pm. Via ZOOM or possibly a hybrid meeting at SNOW MACHINES.

Respectfully submitted,
Christian Allemang / Missy Finney