

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

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

Excused: R. Dishaw, J. Weiler, W. Traschen, D. Parrillo, C. Stone

Advisors: 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 6:15 P.M. with B. Alba reading the Mission Statement.

J. Buchanan will serve as secretary for this meeting.

Dollard called for Public Comments – no public in attendance.

Upcoming WMFC Events:

- Thanksgiving baskets
- Sharing Tree (distribution to families)
- Holiday Help (shopping and delivery to families)
- November 24th – rake senior yards & make cards for hospitalized children
- Free produce deliveries – Nov 14th and Dec 19th
- WMFC staff Christmas party is December 14th
- COP Holiday brunch

Staff Report: Jillian Westphal, Childcare Supervisor

Motion to approve the Minutes of the September 4, 2018 Board Meeting

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

Beth Prince Sorenson (Community Advancement Network) will attend the January 2019 Board meeting. We will review the Strategic Plan, and discuss where we move from here. The Community Advancement Network survey will go out to everyone again in January.

Executive Committee – B. Dollard, Chair

- Did not need to meet.

Fundraising Sub-Committee – J. Buchanan, Chair

- Will be reviewing the end of year letter writing campaign.
 - If board members would like to add a personal note to anyone on our mailing list please let Greg know.

By-Laws– J. Weiler

- Did not need to meet.

Nominating Sub-Committee - J. Buchanan

- J. Buchanan presented the nominations for the board open positions:
 - Jesse Traschen to replace Wendy Traschen – beginning January 2019 for a 3 year term.
 - Wally Mayton to replace Joe Weiler– beginning January 2019 for a 3 year term.
 - J. Buchanan and B. Bowen both have terms ending 12/31/2018, both have agreed to another 3 year term beginning January 2019.
 - Christian Allemang is interested in being on the board, we are interested in having him on a committee before he is a board member so he can get familiar with WMFC and the board.
- Motion to approve the nominations J. Buchanan / 2nd B. Bowen / Unanimous approval

Investments – B. Dollard, Chair

- Endowment fund is doing great.
- Our investment advisor has been doing a great job for WMFC and she is a regular donor to WMFC as well.

Accounting / Budget Committee –B Alba, Chair

- Everything is looking great, we are closing the gap on “grants from unidentified sources” line item.
- We expect to see a strong finish to the year.

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

- Fall semester has the new students try out the program, January 9th is when we select between those that want in and those that we can offer ongoing membership in the program.
- The COP group will be having a holiday brunch instead of a dinner this year.

Activities Committee – G. Dorrien, Ex. Director

- Did not need to meet.

Facilities Committee – B. Bowen, Committee Member

- New Maintenance Director is fitting in nicely.
- He is truly trying to figure out how/why things work in the building. He will figure out why something is not working and get it fixed.
- We have new cleaning staff as well, they are doing a great job on keeping the building clean.
- The maintenance staff is now at the traditional level of number of staff.

Human Resources Committee C. Stone, Committee Member

- The committee looked at the Michigan Non-Profit Salary Survey as we are considering raises for the staff.
- Carol will be communicating to the HR committee about year-end lump sum salary adjustments.

Communications Committee – W. Traschen, Chair

- A Fall Family Focus went out, there will be a second going out soon in November.
- There will be a self-addressed envelope inserted in the Family Focus mailing for those families that have not given in the past. Donors will not see an envelope because they will receive a request letter.

Auxiliary Committee – G. Dorrien, Ex. Director

- Bingo is going well, they now have a progressive jackpot and are making more money on a per capita basis than they have in the recent past.

Executive Director’s Report - G. Dorrien

- The United Way has extended their campaign because they are around \$600,000 short of their goal at this point.

Board member, advisor, and staff comments:

- Board Meetings for 2019 – Tuesday’s at 6:00 PM
 - January 8
 - March 5
 - May 7
 - No July meeting
 - September 3
 - November 5

Motion to Adjourn J. Buchanan / 2nd B. Bowen Meeting adjourned at 7:20 pm by Dollard.

The next meeting is scheduled for **Tuesday, January 8, 2019 at 6:00 pm.** at the West Midland Family Center.

Respectfully submitted,
Joy Buchanan / Missy Finney