

**Minutes of the Tuesday, September 1, 2020 (Online Zoom Meeting)
West Midland Family Center Board of Directors Meeting**

Board Members: Present: **B. Dollard, B. Alba, M. Metcalf, J. Buchanan, C. Allemang**

A. McGinnis, T. Screws, W. Mayton, G. Wilson

Excused: J. Traschen, B. Bowen

Advisors: Present: **D. Parrillo**

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

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

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

Dollard called the meeting to order at 6:08 P.M. with T. Screws reading the Mission Statement.

Dollard called for Public Comments – no public in attendance

- Board discussed how COVID-19 has affected their lives/jobs and how WMFC has made changes to help keep the staff and patrons safe while they are in our building.

Upcoming WMFC Events:

- WMFC Surplus Food Distributions are schedule for September 11 & 28 – talk to Jason if you are interested in volunteering for either event, you can help pack boxes or distribute food.

Motion to approve the Minutes of the May 5, 2020 Board Meeting

Motion J. Buchanan / 2nd M. Metcalf / Approved unanimously

Investments – D. Parrillo, Chair

- Met to discuss grants and how much cash WMFC has on hand through the end of the year. J. Green talked with Azimuth about the possible need of cash flow if there is a lack of grant money.
- Investments are up from July, things are going well in our portfolio.

Accounting / Budget Committee –B. Alba, Chair

- WMFC has done a great job on applying for and receiving additional grants that were offered due to COVID-19.
- Audit for 2019 went great, there were no concerns brought up by the auditors.
- We are projecting a surplus at the end of the year, this will help in this period of uncertainty.

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

- The COP board has agreed to alter the application process for this year. We did not want to see the incoming group (9th graders) miss out on all the “getting to know you” activities that normally happen. Next year we will be accepting applications for 9th and 10th grade students (Fall 2021).

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

- The solar panel project contract has been signed.
- Cost to the solar project came down by about \$75,000 since last year, we are pleased with the company we have signed the contract with – thank you to M. Metcalf for reviewing the contract and making suggestions that the company agreed to.
- To wash buses in the bus maintenance facility we are required to have a certified waste water operator, the maintenance director will be going through the process of receiving the certification.

Human Resources Committee – A. McGinnis, Committee Member

- Did not meet
- A. McGinnis, G. Dorrien & J. Green have been communicating about how staff are being paid during the Payroll Protection Program and COVID-19 relate time off. Thank you to Amy for bringing all her knowledge to this topic.

Communications Committee – J. Traschen, Chair (G. Dorrien reported)

- Family Focus is being worked on currently, should be out in the next month or so.

Auxiliary Committee – G. Dorrien, Ex. Director

- The Bingo program has not been in session since the state shut everything down, WMFC does not see it returning in the near future. There is the possibility of losing the Chairperson, she may be going back to school – this is a difficult position to fill.

Executive Committee – B. Dollard, Chair

- Did not meet

Fundraising Sub-Committee – J. Buchanan, Chair

- Did not meet
- We will continue to do our letter writing campaign this fall for our annual fundraiser. This has been a wonderful fundraiser that has grown over the years.
- Herbert H. & Grace A. Dow Foundation has changed their matching grant from 1:1 to 3:1 match, they are giving the same amount, it will make it easier for us to reach the goal.

By-Laws – M. Metcalf

- Did not meet

Nominating Sub-Committee - J. Buchanan

- T. Screws will be stepping down after her term this December, we will need to find a replacement. Thank you to Tammy for your years of volunteering at WMFC.

Executive Director's Report - G. Dorrien

- See report in packet

Board member, advisor, and staff comments:

- B. Dollard asked if WMFC is considering offering an outdoor preschool program this year. There is lots of work that would need to be done for this to happen, WMFC is waiting to start preschool until the State passes the budget and allocates preschool slots.
- A. McGinnis asked if we have considered outdoor recreational opportunities. WMFC is offering Zumba outdoors and there are patrons using the facility basketball courts and walking. Having recreational activities is something that may not happen until there is a vaccine in place, these types of activities gather larger crowds that we do not want happening currently.
- C. Allemang asked if there is a plan on how/when WMFC will open back up to the public. WMFC does have a COVID committee that discusses plans weekly, we are currently waiting until we see what happens at the State level before we make decisions to open back up to the public. We also would like to see what happens with the schools opening back up this week.

Motion to Adjourn M. Metcalf /2nd B. Alba Meeting adjourned at 7:35pm by Dollard.

The next meeting is scheduled for **Tuesday, November 10, 2020 (rescheduled to the second Tuesday, due to Election Day on November 3rd)** at 6:00 pm. at the West Midland Family Center (most likely via Zoom meeting).

Respectfully submitted,
Tammy Screws / Missy Finney