

**Minutes of the Tuesday, September 7, 2021 (Online Zoom Meeting)
West Midland Family Center Board of Directors Meeting**

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

A. McGinnis, J. Traschen

Excused: B. Alba, J. Buchanan, W. Mayton, G. Wilson, J. Moses

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 6:04 P.M. with B. Dollard reading the Mission Statement.

Dollard called for Public Comments – no public present

- Dollard asked board members to tell us about the highlight of their summer and is there anything that they feel WMFC should look toward for the future:
 - Get COP back up and going – helping the teens move forward past this pandemic
 - Food insecurity in the community
 - Keep staff wages level with inflation – sustainability with the budget
 - Next large project after the solar panel installation
 - Impact of Covid on the younger age group – childcare, how to keep this up and running

Upcoming WMFC Events:

- Monthly food distribution – see Helen Roth to volunteer
- September 13th preschool will be starting – still have openings
- Professional Development Day for staff is scheduled as a Zoom meeting on Friday, October 8th.

Staff Report: Renee Allen presented all her roles as a WMFC staff – Aquatics, New Hire, Website designer and Family Focus editor.

Motion to approve the Minutes of the May 4, 2021 Board Meeting

Motion B. Bowen / 2nd M. Metcalf / Approved – Unanimously

Investments – D. Parrillo, Chair

- Did not meet
 - Committee will meet at the end of this quarter.
 - Committee will also meet with Azimuth sometime in October.
 - Portfolio is doing great, Azimuth has served WMFC well.

Accounting / Budget Committee –B. Alba, Chair

- The financial audit is complete and 990 tax return has been submitted.

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

- See Mike's submitted report
- COP introduction meetings for incoming students will be on September 11th & 13th.

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

- New walk-in cooler and freezer have been put in the bus garage.
- Have purchased a new refrigerated truck.
 - Both of these purchases have been great for the food distributions.
- A sidewalk has been completed that will take you around the building – important addition for clearing snow and emergencies.

Human Resources Committee – A. McGinnis, Committee Member

- The budget committee approved raises for staff, the HR committee looked at the market/non-profit salary study data to determine what raises would be for staff.
- We have worked on/researched Covid19 guidelines – masking, vaccines, policies and incentives.

Communications Committee – J. Traschen, Chair

- Did not meet
- The Midland Neighbors Magazine featured two stories about WMFC recently. Magazine is distributed to many of our current donors. Larkin Township has a similar magazine for their community, we may consider marketing through this magazine as well.
- Would like to work on some preschool marketing/communication ideas – specifically social media and paid advertising.

Auxiliary Committee – G. Dorrien, Ex. Director

- Bingo started back on August 3rd they play on Tuesday's instead Saturday's. They are trying to end the bingo play by 9:00pm so staff are out at a decent time.
- There have been around 30 players each week, they have their regulars.

Executive Committee – B. Dollard, Chair

- Did not meet
- Executive Committee voted via email to approve the United Way grant that was submitted. It was approved unanimously on Friday September 10, 2021.

Fundraising Sub-Committee – J. Buchanan, Chair

- Did not meet

By-Laws – M. Metcalf

- Did not meet

Nominating Sub-Committee - J. Buchanan

- B. Bowen and J. Buchanan will be ending their 2nd terms on 12/31/2021

- W. Mayton will be ending his 1st term on 12/31/2021

Executive Director's Report - G. Dorrien

- Staff were dismissed as G. Dorrien reviewed the Executive Director's report. Two COVID-19 related policies were discussed and the Board was in favor in concept with moving forward with each when the time is right. J. Traschen agreed to work with G. Dorrien on the announcement. G. Dorrien committed to reviewing with the Board via email or phone final language before anything was implemented.

Board member, advisor, and staff comments:

Motion to Adjourn C. Allemang /2nd A. McGinnis. Meeting adjourned at 8:37 pm by B. Dollard.

The next meeting is scheduled for **Tuesday, November 2, 2021** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,
Missy Finney