

**Minutes of the Tuesday, January 12, 2021 (Online Zoom Meeting)  
West Midland Family Center Board of Directors Meeting**

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

**A. McGinnis, W. Mayton, J. Moses**

Excused: J. Traschen, G. Wilson

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 6:05 P.M. with B. Dollard reading the Mission Statement.

- Motion to approve the Minutes of the November 10, 2020 Board Meeting
  - Motion J. Buchanan / 2<sup>nd</sup> C. Allemang / Approved Unanimously

Staff Report: Renee Young – Family Services

Dollard called for Public Comments – Presented TV5 video of Helen Roth surprising a Sanford flood victim with new furniture from Big Sandy Superstore through their annual free furniture contest.

Upcoming WMFC Events:

- The only onsite events currently happening are childcare, preschool, after school, outdoor Zumba and food distributions.
- Looking at having about 20 food distributions this year.

**Investments – D. Parrillo, Chair**

- Did not meet – will be setting up a meeting soon.

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

- G. Dorrien, J. Green & S. Love have done a great job writing and receiving grants this year.
- WMFC will have a surplus, this will be moved to the 2021 budget.
- Looking into purchasing a box truck to help with all the food and other donations we receive.
- The PPE loan paperwork will be submitted soon for forgiveness.
- Childcare relief grants were very helpful this year, currently each childcare family will receive a \$200 credit per child through one of these grants.
- WMFC may qualify for the employer tax retention credit with the new stimulus package.
- Preschool is still low in numbers of children attending, there has not been a final decision on how we will be paid for preschool – per child or our slot acceptance numbers?

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

- Tough year for COP, we did not accept a Freshman class this year due to the pandemic, but those students will be allowed to apply as Sophomores in the fall of 2021.

- High school students have ZOOM overload and choose to not attend even mandatory meetings, so Mike has switched to individual meetings with each student.

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

- The company is finishing up the solar project – they are in the final stages and we will be able to hook up to the free power soon.
- The maintenance staff has changed all the water fountains to the water bottle design so staff and patrons can refill water bottles instead of using the spicket.
- The United Way donated a commercial washer and dryer that has been hooked in the preschool wing of the building, this will help them with all the washing of items they need to do daily.

### **Human Resources Committee – A. McGinnis, Committee Member**

- Met via email to discuss the lump sum salary adjustments, that were approved to stay the same rate as last year. There were some additional COVID payments for those who served through the pandemic.
- Part time staff did receive pay increases to help with staff retention, we need to be more comparable with the companies like Costco and Walmart and compete for entry level employees.
- In 2018 we did a salary review to make sure that full-time staff were receiving comparable with wages for their positions, this year A. McGinnis did a quick review to make sure those staff were still in the comparable wage category (which they were within a single digit percentage point). Those staff did not receive pay increase for this fiscal year.
- G. Dorrien thanked A. McGinnis for all the service she has given the Center and the Executive Director.

### **Communications Committee – G. Dorrien reporting for J. Traschen, Chair**

- Family Focus went out in mid-October.
- The end of year request letter went out in November.
- Thank you to Jesse for all he does for us on a moment's notice.

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

- Bingo has not been in session since March.

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

- Did not need to meet

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

- This year we had an increase in donors and this has been our best year in giving. Very surprised by the amounts, with the pandemic and flood we thought we would have a decrease in giving.
- Since 2010 the average give is up by about \$20 per gift, and our gifts given through credit cards has increased.
- The Herbert H. and Grace A. Dow Foundation increase from the 1 to 1 match to the 3 to 1 match may have really increased the giving, when people know it is being matched they choose to give.
- Staff at WMFC have also increased their giving to WMFC.

## **By-Laws – M. Metcalf**

- Did not need to meet

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

- J. Buchanan Motion to accept the following board seats / 2<sup>nd</sup> A. McGinnis / Approved Unanimously
  - B. Dollard 2<sup>nd</sup> term
  - B. Alba 2<sup>nd</sup> term
  - J. Traschen 1<sup>st</sup> term
  - J. Moses 1<sup>st</sup> term
- B. Dollard made a motion for the WMFC Board Officers / 2<sup>nd</sup> C. Allemang / Approved Unanimously
  - B. Dollard – Board President
  - B. Bowen – Board Vice President
  - B. Alba – Board Treasurer
  - J. Buchanan – Secretary

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

- The board may need to be involved in the decision whether the COVID-19 vaccination will be a requirement for employment at WMFC. Not that we will need to be the first organization to make that decision, but we will need to be thinking about how we are handling it. Some staff at WMFC are able to get their vaccine, the number taking advantage is less than what the Executive Director would have hoped.

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

- Enjoyed the video with H. Roth and the flood victim receiving the free furniture – video was forwarded to the board members.
- Midland Area Community Foundation granted WMFC \$30,000 to help supplement the revenue that we have lost this year due to COVID-19.

Motion to Adjourn J. Buchanan / 2<sup>nd</sup> M. Metcalf Meeting adjourned at 7:27 pm by Dollard.

The next meeting is scheduled for **Tuesday, March 2<sup>nd</sup>** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,

Joy Buchanan / Missy Finney