

**Minutes of the Tuesday, March 1, 2022 (Online Zoom Meeting)
West Midland Family Center Board of Directors Meeting**

Board Members: **B. Dollard, M. Metcalf, C. Coons, J. Moses, J. Traschen**

A. McGinnis, W. Mayton

Excused: B. Alba, C. Allemang, G. Wilson,

Advisors: J. Weiler, T. Misner, B. Schmidt, B. Dostal, S. Bowen, B. Bowen, J. Buchanan,

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. Coons reading the Mission Statement.

Dollard called for Public Comments – no public present

Upcoming WMFC Events:

- Monthly surplus food distribution is scheduled for Tuesday, March 8th.
- Versiti Blood Drive is scheduled for Tuesday, March 8th from 11:00am – 5:00pm.

Staff Report: Missy Finney, Office Manager/Preschool Enrollment Specialist

Motion to approve the Minutes of the January 4, 2022 Board Meeting

Motion C. Coons / 2nd J. Traschen / Approved – Unanimously

Investments – D. Parrillo, Chair

- Did not meet
- Endowment Fund is down about one million dollars from December, we are still above the initial investment.
- Our investment company is going through a merger, they will be changing their name to Azimuth Capital Investment Management.
 - Would like to have the committee meet with Jan Hewlitt to discuss any changes and ask questions. They do not see any changes that will affect WMFC.

Accounting / Budget Committee –B. Alba, Chair

- Did not meet
- Working on getting financials together for the audit that is scheduled for the end of March.

Dow COP Committee – S. Love/G. Dorrien Committee Members

- Kelsey is off on maternity leave after delivering a little girl in February.

- Mike has been meeting with the students in person to discuss possible summer trips (depending on if there are any changes with Covid – for the good or bad). Consistent face to face meetings/trips will bring the excitement back to the program and hopefully will get more students enrolled.
- The COP committee has decided to change the way they meet, they will begin only meeting on an as needed basis.

Facilities Committee – G. Dorrien Committee Members

- The kitchen remodel is in the process of getting started, they are saying it should take about three months. Midland County Senior Services does plan on coming back to cook when it is complete. They will be here Monday – Friday, with either seniors in person or cooking for Meals On Wheels.
- The surplus goods/food distribution center is on hold for now. We are waiting to see what Walmart decides on how they will be distributing their excess items/returns – they just announced it will be at least another six months before they decide.
- We have two new maintenance staff that seem to be working out well so far.

Human Resources Committee – A. McGinnis, Committee Member

- Met via email to discuss the childcare grant that required bonuses for childcare staff. The committee met to discuss the possibility of all staff receiving bonuses (these were approved), the grant covered 75% of the staff. The committee will again look at these bonuses at the end of the year when lump sum salary adjustments and raises are being consider for staff.
- WMFC is suspending the required mask wearing policy for staff and patrons. There are some circumstances that will require staff or patrons to wear a mask – if they are a close contact or have tested positive. Staff can wear a mask if they choose or ask others to wear one while in their presence.
- Looking at updating some items in the employee handbook – J. Green will get with the committee to discuss.

Communications Committee – J. Traschen, Chair

- Working with S. Love on a new masthead for the Family Focus.
- In the upcoming Family Focus you will notice we have listed the donors that have donated in the past three years, this is to acknowledge all those that will have helped us received the match through the Herbert H. and Grace A. Dow Foundation.

Auxiliary Committee – G. Dorrien, Ex. Director

- Bingo is currently not in session, we will see if/when they will return.

Executive Committee – B. Dollard, Chair

- Did not meet

Fundraising Sub-Committee – G. Dorrien

- Did not meet
- We currently have an intern that is receiving a degree in Non-Profit Leadership from CMU. We had her add 4000+ names to the Family Focus and end of year mailing list.

By-Laws – M. Metcalf

- Did not meet

Nominating Sub-Committee – G. Dorrien

- Did not meet, G. Dorrien & B. Dollard have been discussing options for the one seat that is available on the board. We would like to bring more diversity to the board and will be looking until we find the best candidate.

Executive Director's Report - G. Dorrien

- See board report for March 1, 2022

Board member, advisor, and staff comments:

- Hoping to hold the May meeting in person, some have liked the virtual option and would like to see it continue. J. Green will be looking into how we can make this happen.

Motion to Adjourn M. Metcalf / A. McGinnis Meeting adjourned at 6:57pm by Dollard.

The next meeting is scheduled for **Tuesday, May 3, 2022** at 6:00 pm. **at the West Midland Family Center.**

Respectfully submitted,

Matt Metcalf / Missy Finney