

**4Cs Board of Directors Meeting
September 15, 2009
Minutes**

Board Members present: Katie Pierce, Renee Whitlock, David Wattell, Tom Schwedhelm, Christina Curry, Bob Sayers, Jo McCormick

Absent: Gary Hochman, Tracy Johnson, Rene Casilli

Staff present: Melanie Dodson, Maya Labourdette, Tina Paige, Jonathan Lucha

The meeting was called to order at 6:02 PM and the Mission Statement was read aloud.

The agenda was approved unanimously (**M/Wattell, S/Pierce**).

The August Board minutes were approved with no changes (**M/Sayers, S/Wattell**).

1. Executive Committee Report

President Renee Whitlock announced that the Board/Management Retreat will be moved to January rather than next March in order to be able to focus on the possible move to a new facility. The date and location will be decided later.

Rene Casilli has moved to Marin County and regretfully must resign from the board. She will be sending a letter of resignation.

Renee mentioned that she feels that some of the 4Cs Committees need to meet more often. She will look into a way for the board to communicate more easily such as a Yahoo Group.

It has been suggested that in order for the Board of Directors to be more fully informed each department will make an annual presentation about their programs and how the board can be of help.

2. Finance Committee Report

A. Update on Bank Selection Process

Kate Pierce reported on the outcome of the bank selection process undertaken by the Finance Committee. The group met with several banks and checked community references. As a result, the agency has decided to move the agency banking business to Summit State Bank. They have committed to a \$1,000,000 line of credit, and will give the agency a major donation annually.

B. Adoption of 2009-2010 Agency Budget

The Finance Committee met on September 14th to review the proposed budget for 2009-2010. Katie Pierce complimented Maya and Melanie for their work on the budget.

Maya led the discussion about the overall budget with the board; she commented that she was presenting the “big picture” because the Finance Committee had reviewed the budget details. The goal this year is to spend all of the funds throughout the year and to avoid having large amounts of money left at the end of

the year. Another major goal was to find some way to increase wages if possible even though we have not received a COLA on any of our contracts. We did receive increases in our APP and Stage 2 funding in order to serve more children, and with the addition of our new Wright State Preschool we are planning to fully earn our center contracts.

If the agency moves to a new facility this year we will cover the moving costs through our CDD reserves and unrestricted funds.

The Board went into Closed Session in order to discuss the personnel section of the budget.

When the Board reconvened President Whitlock called for a motion to approve the 2009-10 Budget. The budget was approved unanimously. (M/Wattell, S/Schedhelm).

She then called for a motion to approve the salaries of the Executive Director and Finance Director. The motion was approved unanimously. (M/McCormick,S/Sayers).

Renee thanked the Finance Committee for their work on the budget. She announced that the Board would like to make a recommendation to the Personnel Committee to review the agency compensation by March 31st each year.

3. Executive Director's Report

Melanie announced that Mira has been transitioning into her new position as well as training Jonathan. She has submitted a \$15,000 capacity building grant to the Sonoma County Community Foundation. Mira has also been working on the planning for the Petaluma Child Development Center 40th Anniversary celebration on October 10th.

Lilly Watters and Sharon Caesare presented a training to Headstart Staff on Desired Results Best Practices and using Child Portfolio Assessments. This could be the beginning of a fee for service project for the agency.

The Facilities Committee is moving forward with a search for a new facility. Some landlords seem concerned with having too many children at their sites and others are coming in at too high a cost for us. Melanie hopes they can have a building identified by the end of October.

4. Strategic Plan Committee

Committee did not meet. They need to schedule a meeting and perhaps use an intern to finalize the Strategic Plan Document.

5. Development Committee

The Committee did not meet. Their upcoming project is the fall "Ask" letter. Renee suggested that the 4Cs Donor list be sent to the board by email to see if anyone has a personal connection. Any new ideas for contacts should be sent to Mira.

6. Personnel Committee

Renee suggested that the Personnel Committee should meet and see if they could develop a strategy to streamline the Board Committees.

There being no new business the meeting was adjourned at 7:40 PM