

**4Cs Board of Directors Meeting
March 16, 2010
Minutes**

Board Members Present: Renee Whitlock-Hemsouvanh, David Wattell, Christina Curry, Bob Sayers, Tracy Johnson, Jo McCormick, Katie Pierce, Marcos Suarez, Goretti Hamlin, John Tornes, Wendy Sewell

Board Members Absent: Tom Schwedhelm, Gary Hochman, Ari Hauptman

Staff Present: Melanie Dodson, Maya Labourdette, Tina Paige, Mira Wonderwheel, Michelle Ruggles

1. After a tour of the new 4Cs main office facility, the meeting was called to order at 6:10 pm and the 4Cs Mission Statement was read aloud.
2. The agenda was approved with 7-Aye, 0- Nay and 4-Abstain. (**M/Sayers, S/Wattell**)
3. The January 2010 Board minutes were approved with 7-Aye, 0- Nay and 4-Abstain. (**M/Wattell, S/Johnson**).
4. Ratification of Actions taken by Executive Committee March 1, 2010:
 - Acceptance of Slate of Board Candidates put forward by Personnel/Nominating Committee (see attached).
 - Emergency Closure for Old Elm Child Development Center due to leaking roof. Burbank Housing has repaired the roof.The ratification was approved with 7-Aye, 0- Nay and 4-Abstain (**M/Johnson, S/Pierce**).
5. Executive Committee Report, Renee Whitlock-Hemsouvanh:
 - Recommendation of new Chair for Personnel Nominating Committee, Tracy Johnson. Motion to elect Tracy Johnson to the Chair of the Personnel Nominating Committee was approved unanimously (**M/Sayers, S/Curry**).
 - Reviewed results of Board Self Evaluation and Discussion from January Board Retreat.
 - Board Officers – Terms Discussion: Most of the current officers are planning to continue in their positions with the exception of Treasurer, which is open for nominations. Elections for the positions will occur at the June 2010 Board Meeting.
 - Date of Board Meetings: Proposal for changing the Board Meeting to the 4th Tuesday of the Month. All Board members present could attend the meetings if they were changed to the 4th Tuesday. This will go back to

Executive Committee for review and possible proposal to change next fiscal year.

6. Finance Committee Report, Katie Pierce/Maya Labourdette:
 - The April 8th Finance Committee Meeting is cancelled.
 - Executive Committee had proposed that Finance Committee did an agency wide insurance review and Finance Committee is proposing that the review be done at the full board meeting.
 - Katie and Maya presented the FY 09-10 Budget Revision. Motion to approve the FY 09-10 Budget Revision as recommended by the Finance Committee was unanimously approved (**M/Pierce, S/McCormick**).

7. Personnel Nominating Committee Report, Tracy Johnson/Mira Wonderwheel:
 - We are pleased with our new cohort of recruited board members and are planning the New Board Member Orientation for April 12, 2010 at 6:00 pm at 131-A Stony Circle, Suite 300, Santa Rosa. Melanie, Maya, Mira and Tracy will facilitate the orientation.
 - On the horizon, this committee is working on reviewing the agency bylaws, reviewing the annual wage and compensation package for 4Cs, and completing the annual Executive Director Evaluation.

8. Development Committee Report, Bob Sayers, Mira Wonderwheel:

Monthly Giving Campaign-We are moving forward with having a monthly giving option on the web site. We are planning to kick this off at the Agency Open House on May 25, 2010.

Paulin Creek 5 Year Anniversary Open House and Kermes – During the Week of the Young Child – April 14, 2010 5-7pm. Bob Sayers, Goretti Hamlin and Marcos Suarez agreed to be Board Representatives at this event, of course all board members are welcome to attend.

Human Race: *Children Are the Heart of Our Community*

 - **100% Agency Participation** – Each staff and board member participate in the Human Race in one way or another.
 - Collect Pledges
 - Walk/Run in the Race
 - Make a donation
 - **Agency, Center, Department and Board Goals** – It was agreed that the Board Goal is \$10,000. Office staff and center goals combined equal \$15,000. The \$10,000 goal is about \$715 for each Board Member, some are raising more and some may raise less, so stay in communication with each other, so that combined the result will reach \$10,000. Money can be raised by:
 - Board members collecting their own pledges – use the online site to send email requests in addition to the standard pledge sheets

- Board recruitment of Corporate Champions – Businesses that encourage their employees to collect pledges on behalf of 4Cs in the Human Race (i.e. Gary - PNI Sensor Corp.)
- Board recruitment of Corporate Sponsors – Businesses that make a donation to 4Cs (i.e. David – Keegan & Copin)
- Board members making personal donations
- **Thank you's!** We really want to be sure to say, "Thank you" to people who make donations to 4Cs in the Human Race.
 - For smaller individual pledge collections, please be sure and send a thank you directly to the donor. We will have Human Race post cards and 4Cs Cards at the April and May Board Meetings for people to use. (If you want to bring them into 4Cs, we will put postage on them and mail them.)
 - Mira will be mailing thank you cards to the larger business sponsors.
 - We are planning to use the Agency Open House set for Tuesday, May 25, 2010 to recognize and say thank you to the Corporate Champions and Sponsors as well as the larger pledge collectors.
- **Board will select children's artwork for Team 4Cs T-shirts at April Board Meeting.** T-shirts will be available the week before the Human Race and at the 4Cs Booth on Race Day.
- We will also have a **centipede** on race day, so that our group can walk together.
- **Use the Power of 10** – Recruit 10 people to collect ten \$10 pledges on behalf of 4Cs = \$1,000!
- On the Home Page of the 4Cs web site, there are links to Business Sponsor letters/forms, the on-line Team 4Cs and pledge sheets.

9. Executive Director Report, Melanie Dodson:

- Melanie distributed invitations to the community meeting of the Child Care Planning Council's 5 Year Plan which is on April 30, 2010.
- Melanie distributed a draft Board Roster and asked for corrections prior to the final distribution.
- The main office move is the biggest thing going on at the agency. We will be completely moved to the new site on March 29, 2010. We have most of our office packed and ready to move and have been working out of boxes. She recognized Office Manager Claudia Gonzalez for her excellent work throughout the entire moving process as well as all of the 4Cs management and staff.
- State Budget Proposals: The governor has proposed a negative .38 COLA, cutting CalWORKs Stage 3 30% and lowering the Regional Market Rate ceiling (RMR). Each of these proposals would negatively impact the 4Cs budget.

- Week of the Young Child is April 11-16, 2010. On Wed., April 14, 4Cs along with other child care centers in the county will be participating child care tours with local elected representatives. The week will culminate in the annual Provider Appreciation Event on April 16. 5th District Supervisor, Efren Carillo will be speaking at this event.
- There has been a trend in licensed child care providers closing due to low enrollment. Families cannot afford to pay for child care or preschool and have been finding lower-cost alternatives to licensed care.
- Agency centers are doing very well. We don't have any imminent moves planned (there have been moves the past three summers in a row) and all sites are currently full to capacity. We are considering the possibility of relocating Kirby Child Development Center because the building is very old and there has not been enough support from the district to maintain the building.
- Lara Magnusdottir went to the NACCRRRA Day on the Capitol in Washington DC representing, 4Cs and the California R&R the key advocacy efforts were reauthorizing CCDBG, TANF and CACFP which is Federal Funding for many of the programs 4Cs operates.

Meeting Adjourned at 8:10 p.m. (M/Sayers, S/Wattell) unanimously approved.