

**4Cs Board of Directors Meeting
November 17, 2009
Minutes**

Board Members Present: Katie Pierce, Renee Whitlock, David Wattell, Christina Curry, Bob Sayers, Tracy Johnson, Jo McCormick, Gary Hochman

Board Members Absent: Tom Schwedhelm

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

1. After a presentation of Bennett Valley Child Development Center by Site Supervisor Judy Berry and Center Programs Director Sue Katz, the meeting was called to order at 6:20 pm and the 4Cs Mission Statement was read aloud.
2. The agenda was approved unanimously. (**M/Sayers, S/Hochman**)
3. The October 2009 Board minutes were approved with unanimously with the following change: Add guest Amy Seaton to those present. (**M/Pierce, S/Wattell**).
4. **Executive Committee Report:**
 - **Holiday Party:** The 4Cs holiday party was discussed – 186 people had RSVP'd which is the largest amount of attendees to date. The Board was recognized for their support of the party.
 - **January 16, 2010 Retreat:** The retreat will have a "soft" start time of 8:30am and work will begin at 9:00 am. The retreat is scheduled to end at 2:30pm. Location is still to be determined. It will be a pot-luck brunch. Possible locations: Bishop's Ranch, Volunteer Center, Flamingo Hotel, or Mountain Home Ranch.
5. **Finance Report:** Maya distributed Agency Summary Financial Report and noted that CSPP earnings are still likely to have a loss, but are looking better than in August and we are expecting October to look better. CHN is budgeted at a loss. VP Budget has received augmentations that will increase that budget. The original 09-10 Budget did not include moving expenses, so the move will be built into the Budget Revision. Next Finance Committee Meeting: Dec. 10, 2009 at 5:00 pm.
6. **Approval of the 4Cs 403b Plan Document:** Due to new laws governing 403b Retirement plans, 4Cs was required to make changes to the current plan. A plan subject to ERISA requires extensive audits and fees, so 4Cs proposed to adopt a

non-ERISA Plan which does not allow employees to take hardship withdrawals or loans out against their 403b accounts.

There was a lengthy discussion about the changes to the plan and how employees would be affected. Concern was expressed by some board members that employees put money into the 403b plan with the understanding that they would be able to make a hardship withdrawal or loan against the money and that the change could be difficult for employees. Tina shared that there are 34 current employees who participate in the 403b plan. The plan had to be adopted prior to the end of 2009 which was an implementation year for the plan and because the laws were new it was challenging to gather accurate information about the required changes. If the plan was not approved at this meeting, 4Cs would not be able to offer a 403b plan as a benefit to employees. **Renee made a motion to approve the 403b Plan as written. (M/Hochman, S/Johnson) 7 Approve, 1 Oppose, 0 Abstain. Motion approved.**

7. Executive Director Report:

- **Facility Update:** Melanie gave an overview of the lease negotiations on the new building. Once the lease is signed the new landlords will have 90-120 days to make the required changes to the building prior to the move.
- **Early Learning Advisory Council (ELAC):** The ELAC will be the new LQUIST group to get Federal money. This group will be looking at new requirements for center teaching staff. Current proposals are: BA's for teachers. The question remains, "Where does the cost for the education come from?" Family Child Care Providers are included on these grids while Exempt care is not. Joel Gordon has a really good grid if anybody is interested.
- 4Cs will be meeting with HUSD staff to discuss the WKJ partnership between 4Cs and HUSD.
- **9/80 Work Week:** The agency was working towards offering a 9/80 work week to office staff. It was determined that all pay periods would be required to be the same, so that all 138 employees would be required to change their pay period and time sheets. With this information, we've decided to re-evaluate whether or not it would work and communicate with staff.

8. Strategic Plan: David shared that Serene Cooper designed a rough draft of the final Strategic Plan document. The committee is making revisions and the text will go to a graphic designer. The plan is to bring final documents to the January retreat.

9. Development Committee: Bob announced that the Fall Ask hit the target amount. The Development Calendar was distributed. Some time was spent talking about the 4Cs Relationship Culture and opportunities for sharing one's passion about 4Cs were shared.

- 10. Personnel Committee:** Gary reviewed the proposal for Board Recruitment: Elect new board members in February and August annually and hold orientations for new board members during the month after they are elected and before their first board meeting. Ideally, new board member applications would be discussed at the January and June meetings annually, so that board members would have time to give in-put privately if needed between the time the application is presented and the time the elections take place. Christina is recruiting Jill Keegan-Peterson and Amy Seaton, Mira is recruiting John Tornes, Jo will help and David is recruiting Tom Mattern. Gary shared the article, "The New Work Non Profit Board." Renee asked that Board Members read the article prior to the retreat. Here are some highlights:
- Work on what matters.
 - Have ED paint big picture and set context for work.
 - For Board Recruitment think *constellations* not *stars* – recruit people who are linked into the community and know a lot of people.
 - Decide what to measure: The measurement is not about money, it's what we do and the "value" we bring.
 - Board vs. Management: Is the right work getting done?
 - Task workgroups rather than standing committees?
 - Structure – keep agendas flexible and focus on need.

Meeting Adjourned at 8:15 pm (M/Sayers, S/Wattell) unanimously approved.