

**4Cs Board of Directors Meeting
April 20, 2010
Minutes**

Board Members Present: David Wattell, Christina Curry, Bob Sayers, Tracy Johnson, Jo McCormick, Goretti Hamlin, Wendy Sewell, Gary Hochman, Ari Hauptman, Urmi Shende

Board Members Absent: Renee Whitlock-Hemsouvanh, Tom Schwedhelm, Marcos Suarez, Katie Pierce

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

1. The meeting was called to order at 6:15 pm and the 4Cs Mission Statement was read aloud. The agenda was approved with the following changes: remove action item from Finance Report, add salary survey to Personnel Nominating Report. 9-Aye, 0- Nay and 0-Abstain. (**M/Wattell, S/Hochman**)
2. The March 2010 Board minutes were approved with 9-Aye, 0- Nay and 0-Abstain. (**M/Wattell, S/Johnson**).
3. Executive Committee Report, Bob Sayers:
 - Recommendation to change the Board Meeting Dates to the 4th Tuesday of the Month. (**M/Hochman, S/Curry**) Motion approved with 9-Aye, 0- Nay, and 0-Abstain. The time will change in the 2010-2011 Fiscal Year beginning in August 2010. A calendar year with the meeting dates and times will be forthcoming.
4. Finance Committee Report, Maya Labourdette:
 - There was no April Finance Committee Meeting.
 - Maya presented Financial Data for February 2010. Current loss should decrease between March – June 2010 and reach the targets in the 09-10 Budget Revision. Center earnings are on track and Maya commended Michelle Ruggles for an excellent job maintaining center projections. Maya also commended Melanie Dodson and Claudia Gonzalez for keeping the move expenses within budget. Gary asked about the Fee for Service Line Item and Maya explained that line item is primarily Family Fees collected from subsidized families.
5. Personnel Nominating Committee Report, Tracy Johnson/Tina Paige:
 - The PN Committee was pleased to recommend the nomination of Urmi Shende to the 4Cs Board of Directors. Urmi excused herself from the room

during the vote. Urmi Shende was unanimously elected onto the 4Cs Board of Directors. **(M/Hochman, S/Sewell)** 9-Aye, 0-Nay, 0-Abstain.

- Bob Sayers shared the resignation of John Tornes from the 4Cs Board of Directors.
- We debriefed the first official New Board Member Orientation.
- Tina Paige distributed the first Salary Survey which will be presented to the board annually in the spring. The survey uses Northern California data from nonprofits with comparable operating budgets. Most positions are within 10% of comparable except for directors and above which range within 25% of comparable salaries. Gary urged the board to remember this and push for raising low categories to be within the 10% range of comparable. Christina will bring to Finance Committee during 10-11 budget discussions.

6. Development Committee Report, Bob Sayers/Mira Wonderwheel:

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

- **100% Agency Participation** – There has been a lot of activity in support of the Human Race: bake sales, jewelry sales, hat sales, enchilada sales & more!
 - **Agency, Center, Department and Board Goals** – As previously agreed, 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.
- **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. (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 selected 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.
- 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.

4Cs Open House- Distributed post cards for people to use as invitations for the agency open house on **May 25, 2010, 5-7pm.**

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.

7. Executive Director Report, Melanie Dodson:

- Special recognition was given to Gary Hochman's nine years of service on the 4Cs Board of Directors. April 2010 was his last meeting.
- Approval of the 4Cs main office move: **(M/Sewell, S/Hamlin)** 10-Aye, 0-Nay, 0-Abstain.
- Move, move, move! Melanie recognized Claudia Gonzalez for her excellent work helping the main office move go so smoothly as well as the entire 4Cs staff and all of the contractors who helped make the move a success.
- Parent Voices – Stand for Children Day is on May 12, 2010. Sonoma County Parent Voices Chapter has been very active. Parents have been speaking at statewide budget hearings and doing an excellent job representing the county. Our local Parent Voices Coordinator, Jackie Buitrago, has a daughter in third grade and her class is writing letters to the governor and legislator in support of child care and will also be speaking at Stand for Children Day this year in Sacramento!
- Last week was the Week of the Young Child is April 11-16, 2010. The week culminated in the annual Provider Appreciation Event on April 16. 5th District Supervisor, Efren Carrillo did an excellent job speaking at this event that turned out to be a huge success.
- Maternity Leave Update: Maya Labourdette and Tina Paige will be the lead staff at the agency during Melanie's maternity leave. Melanie has plans in place with each of the department directors during the leave – if any significant changes are proposed to the plans they will go through Maya and Tina who will notify Melanie of the change if needed. There will be program presentations at the June and August Board meetings. Tina Paige will be a signer during the leave. Directors will continue to represent the agency at state and local community meetings.
- There has been a trend in the county with families not being able to afford child care, so the CEL is getting bigger while 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.

Announcement: Tracy Johnson announced that CPI is showing the film, *Babies*, as a fundraiser on May 7, 2010 at the Rialto, she encourage folks to attend.

Meeting Adjourned at 7:58 p.m. (M/Hochman, S/McCormick) unanimously approved.