

THE CHILDREN'S TREE HOUSE
SHEPHERDSTOWN, WEST VIRGINIA

September 28, 2021
Online Through Zoom
Minutes

2021 EXECUTIVE BOARD
of DIRECTORS

PRESIDENT
Tripp Lowe

VICE PRESIDENT / PRESIDENT-ELECT
Mike Spry

TREASURER
Dana Fogle

SECRETARY
Jennifer Flora

MEMBERS
Mark Madison
Sarah Lucas
James Lucas
Megan Burdi
Julia Franks
Annie Lewin
Janelle Quinn
Lucien Lewin
Heidi Dobish

Ex OFFICIO
Paul Wolford, NCTC Liaison
Nickie Haines, CTH Director
Lydia Lehman, Legal Counsel

THE CHILDREN'S TREE HOUSE
CHILD DEVELOPMENT CENTER

698 CONSERVATION WAY
SHEPHERDSTOWN, WV 25443

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www.childrenstreehouse.org

- I. **Call to Order/Roll Call:** Meeting called to order at 12:06 pm
 - **Present:** James Lucas, Dana Fogle, Mike Spry, Jenny Flora, Janelle Quinn, Mark Madison, Annie Lewin, Julia Franks, Megan Burdi, Lucien Lewin, Tripp Lowe
 - **Absent:** Sarah Lucas
- II. **Approval of Last Meetings Minutes**
 - *Motion to approve minutes (Dana/Annie) Passed 13:0*
- III. **Reports of Officers**
 - President's Report
 - No Report
 - Director's Report
 - All board members should send their bio and picture to Nickie for the center's website, grants, and board.
 - There is a tab on the website now for the board.
 - A new part-time cook was hired.
 - We received a \$13,000 grant from the state of WV to use for operations during COVID.
 - Nickie has discussed with staff possibly opening up the center for pick-up in the facility.
 - Jenny suggested parents pick-up outside and meet with the teacher and not be indoors.
 - Nickie is hesitant to do this in general because of potential issues of parents congregating. She will need to think about this more.
 - Nickie will work with Mark and Tripp to complete her annual evaluation.
 - Jenny will put together a cover letter from the board to go to parents about the tuition increase.
 - Nickie confirmed that CTH employees are not included in the federal employee vaccine mandate. Paul Wolford told Nickie to continue to follow state licensure requirements for childcare centers.
 - Lucien brought up the "Inc" needs to be included to make sure we have liability coverage.
 - We may need to consider filing for DBA so that our long name is tied to our operating name.
 - Legal name with Secretary of State: THE CHILDREN'S TREE HOUSE CHILD DEVELOPMENT CENTER, INCORPORATED
 - Potential DBA (Doing Business As): The Children's Tree House Inc
 - We will slate this for the next meeting to be voted on.

- **Treasurer's Report**

- Approve Financials
 - *Motion to approve the minutes (Jenny/Megan) Passed 13-0*
- We are about to hit our revenue budget for the rest of the year by the end of September.
- We still have one PPP loan on the books.
- IRS issued a notice that our payments from NCTC are being reduced for a Federal Tax Levy. We are tax exempt and Dana can think of no reason we'd have tax debt. Dana and Nickie are looking into this.
 - Dana is confident we can get these penalties waived.
- Nickie is working on getting our 2020 taxes completed.
- Nickie spoke about awarding a bonus to staff for years of service and performance.
 - We have nine full-time and one part-time staff.
 - We have received \$77,000 in grant money this year (includes PPP monies).
 - Lucien proposed we will slate this for the next meeting to vote to amend the budget.
 - Nickie will share her formula for evaluating performance.
 - Nickie would like to use the \$13,000 for the bonuses.
 - We do have a healthy checking account, but we do not have reserves.
 - We will discuss reopening a vanguard account to have at least a month's worth of expenses.
 - Jenny asked for a cover letter or proposal for the monies that would be used for the reserves account and bonuses.
- The new budget includes a tuition increase and an hourly increase for staff.

IV. Reports of Committees

- Executive Committee – Tripp
 - No Report
- Finance Committee – Dana
 - No Report
- Bylaws Committee – Mark
 - No Report
- Personnel/Nominating Committee - Mark
 - No Report
- Fundraising and Outreach Committee – Mike
 - No Report

V. Unfinished Business

- The scheduler position was removed from the meeting template since we do not use it, and the person has resigned.

VI. New Business

- Welcome Janelle, Lucien, and Heidi

- Tripp recommended we have a meet and greet at the Bavarian.
 - Annie will create a doodle poll

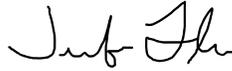
VII. Announcements

- Potential Meet-and-greet at the clarion. Annie to send out a doodle poll.

VIII. Adjournment

- *Motion to adjourn (Jenny/Dana) Meeting was adjourned at 1:18 pm.*

Respectfully submitted,



Jennifer Flora, Secretary