

## Hillcrest Children's Center Board Meeting January 8, 2020

### Called to Order

- Introductions
  - Approval of Agenda
    - Volunteer for timekeeper
  - Approval of Minutes – September, October, November, December
  - Community Comments:
  - Director's Report: Christina
    - Enrollment:
      - We have two spaces in the Downstairs Toddler classroom
    - Staffing:
      - Mua is helping out downstairs through January
        - Current Staffing: (Lead Teacher is Bold)
          - Little Butterfly: **Renae**
          - Big Butterfly: **Mua**, Nina, Mary, Evangeline
          - Upstair Toddlers: **Ana**, Carmen, Mary,
          - Downstair Toddlers: **Fu'a**, Jim,
          - Older Toddlers: Hannah, Tyler, Yvonne,
          - Preschool: **Sia**, Talo, Mercedes, Mildred
          - Office: Christina, Liz
        - Anniversary Cards: Tyler 5, Mua 11, Jim 38
- **BOARD**
  - **Finance:**
    - Profit and Loss, Balance Statement
    - Annual Campaign Update
  - **Facilities:** Brian, Monica
    - GOAL: Complete all deferred maintenance by 2022
      - Preschool Construction Update
- **New Business:**
  - 2020 Event Dates

## **Finance Committee**

The Finance Committee functions to provide financial oversight for the organization to include budgeting/[financial planning](#), and financial reporting.

### **Budgeting and Financial Planning**

1. Develop an annual operating budget with staff.
2. Approve the budget within the finance committee.
3. Monitor adherence to the budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
6. Present all financial goals and proposals to the board of directors for approval.

### **Reporting**

1. Develop useful and readable report formats with staff.
2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
3. Work with staff to understand the implications of the reports.
4. Present the financial reports to the full board.

## **Facilities Committee**

The Facilities Committee functions to plan for the maintenance of all land, buildings, facilities and equipment owned by Hillcrest.

### **Specific responsibilities may include:**

- Developing and recommending a maintenance and replacement schedule for buildings and grounds.
- Conducts inspections of facility when needed and reports back to the Board.
- Planning for new construction, major renovations, or major improvements of school and grounds.
- Implements and oversees long-term capital improvement plan.
- Recommend adequate insurance coverage
- Technology infrastructure

## **Personnel & Administrative Committee**

The Personnel Committee functions to supervise the Executive Director and examine issues affecting staff.

### **Specific responsibilities may include:**

- Make recommendations to the Board on the hiring and compensation of the Executive Director
- Supervise and review the Executive Director
- Periodically review and revise if necessary the Employee Handbook and job descriptions
- Develop employee related items in the annual budget
- Review and updating by laws

## **Development Campaign**