

Hillcrest Children's Center Board Meeting

September 22, 2021

Called to Order

- Introductions
- Approval of Agenda
 - Volunteer for timekeeper
- Approval of Minutes (can be found on our website) – July (hold), August
- Director's Report: Christina
 - Enrollment:
 - Openings: 1 infant; 1 Preschooler: tours scheduled for both
 - Future openings:
 - May 2022 start date for two children born between March 2021 and May 2021
 - September 2022 start date for one child born between March 2021 and August 2021, and four children born after September 2021.
 - Staffing:
 - Staffing Changes: Paris, Dhane, and Breanna have left. We welcome Dorothy. Carmen will be snowbirding to CA soon
 - Fall Staffing: (Lead Teacher is Bold: Teachers and Assistants classroom placement may still change)
 - Big Butterfly: **Brandi**, Sera, Carmen, TBH
 - Upstairs Toddlers: **Marie**, Morgan, Tyonna, TBH
 - Downstair Toddlers: **Mua**, Mary, Jane
 - Older Toddlers: **Yvonne**, Jim, Dorothy, TBH
 - Preschool: **Talo**, **Mercedes**, Tyler, Lorrene, TBH
 - School-Age: **Gabe**,
 - Office/Cook: Christina, Skylar
 - Early Childhood Mental Health Consultant Volunteer: Sam
 - Anniversary:
 - Classroom Updates:
 - Everyone is settling into their new classroom routines
- **BOARD**
 - **Finance:**
 - Profit and Loss: See attached
 - Annual Campaign
 - COVID Funding
 - State Funds: Sustainability checks of up to \$10,000 will be going out soon
 - **Facilities:** Brian, Monica
 - GOAL: Complete all deferred maintenance by 2022
 - **Items Left:** Fire Alarm System, Brown Building Paint/Siding
 - Would like a workgroup for the fall/winter to meet to plan out the Preschool play yard.
- **New Business:**
 - Board positions: Interest from Ross Goble
 - Fall Cleanup
 - Child and Adult Food Program (CACFP) Confidential Income Statements/Enrollment will go out tomorrow. They have to be returned by next Monday at the latest. ALL FAMILIES HAVE TO COMPLETE ONE DATED IN SEPTEMBER OF EVERY YEAR.
 - 2021 Closures Oct. 18; Nov. 11, 25, 26; Dec 24, 31
 - Fall Festival Friday, October 1
 - Next month meeting State of Hillcrest
- **Community Comments:**
- **Close to Executive Session**
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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 plans.
- 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

<u>Income</u>	July 2021 - August 2021
Childcare	
Tuition	144,755
PNO	550
Fee Modification	-6,353
Multi Child Discount	-3,343
Resource Fee	1,200
Total Childcare	136,810
Fundraising	
Volunteering Donation	0
Annual Campaign	0
Fundraising	83
Total Fundraising	83
Restricted: Grant Income	
Muni CARES Funds	20,000
State Funding	6,080
CACFP Food Grant	4,078
Childcare Grant: Staffing	2,421
Total Restricted	32,578
Total Income	169,471

<u>Expense</u>	
Business	
Bank Expenses	335
License	
Total Business	335
Facility	
Capital Expenses	
Mortgage	3,505
Maintenance	1,876
Utilities	4,915
Property/Liability Ins.	
Total Facility	10,296
Personnel	
Appreciation	413
Background Checks	230
Payroll and Expenses	475
Staff Education	727
Workers' Compensation	103,181
Total Personnel	105,027

<u>Income</u>		July 2021 - August 2021
Program		
	Classroom Supplies	5,751
	Family Events	200
	Groceries	1,270
	Operational Supplies	7,619
	COVID-19	198
	CACFP Food and Supplies	5,785
	Total Program	20,823
Capital Reserves Fund		
	Total Expense	136,481
	Final	32,990

August 31, 2021

ASSETS

Current Assets

Checking/Savings

FNBA \$228,144

FNBA Capital \$31,688

Accounts Receivable \$24,767

Total Current Assets **\$284,599**

Fixed Assets \$199,543

TOTAL ASSETS **\$484,142**

LIABILITIES & EQUITY

Liabilities

Current Liabilities -\$2,210

Long Term Liabilities \$148,635

Total Liabilities **\$146,425**

Equity \$337,714

TOTAL LIABILITIES & EQUITY **\$484,140**

