

Minutes 03-26-12 Board Meeting

Call to Order- 2:10 pm

Board Members present: Mindy Holohan; Raymond McDaniel; Lorissa MacAllister; Chris Hanks; Tim Glasser

Not attending: Tracey Brame; Doreen Bolhuis

1. Approval of Agenda
 - a. Pro forma and new facility review moved until later
 - b. MOTION: Hanks, Glasser support, **approved unanimously**
2. Approval of March 5th minutes: MOTION: Holohan, Hanks support, **approved (McDaniel abstained)**
3. Reflection: Holohan read GRCDC mission statement
4. Public Comment
 - a. Holohan: note from family team about week of plant sale and Heritage Hill home tour; need board volunteers May 19 and 20
 - b. Holohan will coordinate w/family team; Erin Melcher will make plans available
5. Board Responsibility
 - a. MacAllister: Consideration of revamping bylaws to clarify board role as advisors to school operation
 - i. Need to hold each other accountable to let leadership lead
 - ii. Need to diversify board
 - b. Glasser, Holohan: Discussion of meeting format, frequency
 - i. Board taking on operational duties; not always staff assigned to responsibilities
 - ii. Electronic communication problematic; need face-to-face time for discussion
6. Anti-Bullying Report
 - a. MacAllister: two state documents posted; staff is developing policy; Sarah Dews facilitating
 - b. MOTION to request staff develop anti-bullying policy and education plan and report to board; Hanks moved, Glasser support, **approved unanimously**
7. Transition Action Plan Review
 - a. MOTION to direct Erin Melcher to establish hourly rate to contract with Jeanne Englehart for specific tasks as needed. Hours to be submitted to Erin and reported to board chair weekly. Hanks moved, Glasser support, **approved unanimously**
 - b. Discussion of interim ED duties: need to maintain essential duties, not overwhelm leadership; board open to principal feedback that support is needed
 - c. MOTION to empower Erin Melcher to assume all duties of Executive Director until new executive leadership in place, including bookkeeping and other essential duties. Target date of June 1. Hanks moved, Holohan support, **approved unanimously**
 - d. Discussion of Truscott Rossman proposal to provide strategic marketing and campaign transition support/communication

- e. MOTION to authorize MacAllister to contract with Truscott Rossman for strategic marketing and communication initiatives per their proposal and to help with messaging specifically regarding Jeanne's transition. Hanks moved, Glasser support, **approved unanimously**
- 8. Approval of amended budget communicated by email from Hungerford and reviewed by leadership; MOTION Glasser, Holohan support, **approved unanimously**
- 9. Executive Director Discussion
 - a. Discussion of establishing search committee to hire new ED; what are desired skills and qualifications; who will serve on search team; what will the process look like?
 - b. Discussion of linger time frame for hiring new leadership
 - c. Focus on fund development in short term
 - d. Take time to identify leadership needs; allow staff to explore pedagoga role; staff report at May meeting
 - e. Raymond will work w/Jeanne to develop fund development position description; Erin and Melissa will put out notice for people interested in serving on search team
- 10. New Nonprofit Review
 - a. Hanks- Resolution to endorse Tim Glasser as chair of new nonprofit to oversee completion of transition needs. Holohan support, **approved unanimously**
 - b. Glasser- Discussion of pro formas on NNP financial projections, one using current projections and one using current year baseline. Note that present compensation levels are inadequate
 - c. McDaniel- will be meeting with Jonathan Bradford about lease options for 515 Jefferson building; update at next meeting
 - d. MacAllister- still need to see projected startup costs for NNP and willingness of Hungerford to expand their services
 - e. Hanks- I will report at next meeting on timeline for NNP structure
 - f. Hanks- Resolution to support transfer of ownership of Aquinas Child Development Center from Aquinas College to Child Discovery, Inc., Holohan support, **approved unanimously**
- 11. Committee/Workgroup Overview
 - a. Need to fill in roles/responsibilities of work groups; empower them as board committees
 - b. MOTION to establish the following empowered committees of the board: Facilities and Maintenance chaired by McDaniel; Leadership chaired by MacAllister; Educational Programs chaired by Holohan; Finance chaired by Glasser. Hanks moved, Glasser support, **approved unanimously**
- 12. Review of posting of minutes
 - a. Erin Melcher will use board an labels from old school to post board minutes
 - b. Hanks will work with Brame on template for minutes.
- 13. Board meeting schedule
 - a. Will meet again in two weeks, then monthly through July
- 14. Adjourn- Hanks MOTION, Holohan support, **approved unanimously**