

**University at Buffalo Child Care Center, Inc,
June 12, 2017 - UBCCC South Campus**

Time: 5:00-7:00 Called to Order by Goodman at 5:04pm.
Hagenbuch motioned to adjourn. Hartmann seconded. Meeting
adjourned at 6:47pm.

In Attendance:

Balcom, Cich, DiCerbo, Goodman, Hagenbuch, Haremza, Hartmann, Heyward, Ludtka, Milizia, Racsumberger, James, Vidal, Janocsko

Absent/Excused:

Bittar, Rothfuss, Tjandra

Topic	Person/ Time	Purpose	Supporting Documents	Dialogue	Outcomes:
Committee Reports; <i>Leadership Development</i>	DiCerbo	Information Update	New Board candidates interview	<ul style="list-style-type: none"> Getting to know BOD candidates Lynette Noguerras-Trummer & Holly Powell 	Next Meeting:
Approval of Minutes	Goodman 5:00	VOTE	(1) - Draft of April meeting minutes (2) Draft of May meeting minutes		<p>April minutes Approval - DiCerbo Second - Heyward All in favor - ALL Abstain - Rothfuss, Racsumberger</p> <p>May minutes Approval - Haremza Second - DiCerbo All in favor - all present Abstain - Cich, Hagenbuch, Hartmann, Heyward, Ludtka, Racsumberger, Rothfuss</p>
Directors Reports	James/ Vidal	Information Update	(3) see attached Directors' May REPORT	<ul style="list-style-type: none"> NAEYC re-Accreditation for the next 5 years Quality Stars contribution Summer Camp enrollment Post event fun walk update - still finalizing \$\$ - removal of fun walk signage fundraising topic 	<ul style="list-style-type: none"> - Fun walk organization timeline and task checklist review and follow through - Reaccess fun walk organization leadership - follow up on Ride for Roswell early

<p>Committee Reports; <i>Executive</i></p>	<p>Goodman</p>	<p>Information Update</p>	<p>(4) BNMC RFI - WORKING document (Please review working RFI document before meeting and provide input/recommendation /suggestions at our meeting)</p>	<ul style="list-style-type: none"> • Buffalo Niagara Medical Campus (BNMC) RFI discussion and vote on submission - CC Resource network email sent out to daycare centers about opening facilities - timeline for center operations is January 2018 - Vote to suspend work relationship with CFO solutions - Per Ludtka, there was a CC space which was converted into office space. - submission of RFI - discovery phase - Jason and Brian scheduled to meet with Scot Weber, Barb Ricotta & Christina Hernandez - Ludtka shared concerns on parking in BNMC, child care drop off and pickup when the RFP comes about. <p>DiCerbo voiced concerns about the scope of pursuing downtown campus and submission of RFI.</p> <p>Once RFI submitted - talking points for management to teachers/clients - explanatory exercise.</p> <p>-</p>	<p>Next Meeting: Monday, July 10th, 2017</p> <ul style="list-style-type: none"> - Future meeting dates scheduling & Committee Structure <p>DiCerbo - recommendation to survey ubccc families on the move to south</p> <p>Heyward motion to approve RFI submission on deadline Wednesday June 14th</p> <p>All in favor - all present Oppose Abstain - DiCerbo</p> <ul style="list-style-type: none"> • Yuke to format RFI for submission <p>Directors to put together talking points for management team to address RFI submission to teachers/clients.</p>
<p>Committee Reports; <i>Finance</i></p>	<p>Balcom / Janocsko</p>	<p>Information Update</p>	<p>(5) see attached May meeting minutes (6) see attached June meeting minutes (7) UBCCC Forecast 2018 Budget</p>	<ul style="list-style-type: none"> • Updates on directors wishlist for center improvement to Ludtka • Ludtka - big upgrades (bathroom, sinks in washrooms, size) recommendation to include capital improvements/upgrades in meeting with Scott Weber 	<p>Next meeting: Thursday, July 6th @ 8am at UB South</p> <ul style="list-style-type: none"> • Recommendation for directors to include capital improvements in meeting with Scot Weber • Jason to also meet with Scott and directors about big ticket

				<ul style="list-style-type: none"> Facilities would be able to absorb costs and labor for smaller upgrade items. Finalize center facilities wishlist - to add to budget in addition to future capital planning with VP Student Life 	<p>center improvements inline with building codes, etc</p> <ul style="list-style-type: none"> Ludtka will be able to provide budget estimates in line with NYS building codes, CC compliance and ADA design compliant. Ludtka to assist in talking points of the current building state for meeting with Weber and strategic planning Budget to be in place by July - Sherene to work with Jeff in updating the budget spreadsheet Balcom to work with Hartmann to work with personnel increase in pay Budget to be passed in August July meeting is board training with Susan MacLennan
Committee Reports; <i>Strategic Planning</i>	Bittar	Information Update	NO REPORT	<ul style="list-style-type: none"> Strategic Plan documents - committees, please complete this document 	- - -
Committee Reports; <i>Audit</i>	Haremza	Information Update	NO REPORT	<ul style="list-style-type: none"> Confirm Audit binder with John 	Next Meeting: <ul style="list-style-type: none"> Confirm Audit binder location when can we expect auditors to be on site next year?
Committee Reports; <i>By-Laws</i>	Hartmann	Information Update	NO REPORT	<ul style="list-style-type: none"> 	Next Meeting:
Committee Reports; <i>Development/Marketing/Enrollment</i>	Milizia	Information Update		<ul style="list-style-type: none"> 	Next Meeting: Monday, June 19th, 2017
Committee Reports; <i>Program</i>	Racsumberger	Information Update	NO REPORT	<ul style="list-style-type: none"> 	Next Meeting: Thursday, June 22nd, 2017
Committee Reports; <i>Personnel</i>	Hartmann	Information Update	(8) see attached REPORT	<ul style="list-style-type: none"> Personnel handbook tabled for now 	Next Meeting: Wednesday, June 21st, 2017

Sub-Committee Reports; <i>Facilities</i>	Ludkta	Information Update	NO REPORT	<ul style="list-style-type: none">• Update on postponement of pesticide spraying at center• center spraying is in compliance with spraying materials and UB offices• discussion on natural application	Next Meeting: <ul style="list-style-type: none">• Recommendation to include sentence on compliance with UB and sustainability office with spraying in future emails.