

**University at Buffalo Child Care Center, Inc,
November 14, 2016 - UBCCC South Campus**

Time: 5:00-7:00 Called to Order by Bittar at 5:02pm. Balcom motioned to adjourn. Rothfuss seconded. Meeting adjourned at 6:57 pm.

In Attendance:

Balcom, Bittar, DiCerbo, Goodman, Hartmann, Heyward, Ludtka, Milizia, Rothfuss, Tjandra, James, Vidal, Banaszak

Absent/Excused:

Racsummerger, Bennett, Smith

Topic	Person/ Time	Purpose	Supporting Documents	Dialogue	Outcomes:
Approval of Minutes	Bittar 5:00	VOTE	(1) - Draft of October meeting minutes		Approval - Balcom Second - Ludtka Abstain - Tjandra
Program Coordinators Report	Smith/Bennett 5:05	Information Update	NO REPORT	Summer Camp 2016 Surveys	
Directors Reports	James/ Vidal 5.45	Information Update	(2) North and South Campus report / .pdf	Follow up on floats (Goodman) -JV - addresses challenges of hiring a float vs full time post - Family benefits grant allowed for new materials, buggies, etc Food contract - 2018 to be on the radar	Relationship building - - reach out to UB admin - Laura Hubbard re UBCCC relationship/provisions - mgt team to reach out to laura during this new transition to facilitate future of UBCCC - FSA contract negotiation is Jeff Brady - follow up on center updates with Scott
Committee Reports; <i>Executive</i>	Bittar	Information Update	(3) see attached REPORT	<ul style="list-style-type: none"> new over time regulations (FLSA) 	Next Meeting: Monday, December 5th, 2016 - Future meeting dates scheduling

Committee Reports; <i>Finance</i>	Balcom	Information Update	<p>(4)see attached REPORT</p> <p>Supporting docs</p> <p>i) Enrollment Gap ii) A/R summary iii) Aug financials iv) Sept Financials</p>	<ul style="list-style-type: none"> ● Enrollment results/strategy and forecast impact to revenue ● Accounts receivables update – outstanding client balances and strategy to address going forward ● Billing approach – strategy to adjust billing to a pre-pay model, impacts and client communication plan ● Staff retirement contribution for previous year, recommendation and approval from Board <ul style="list-style-type: none"> - 2% of gross pay from last fiscal year - Banaszak propose to remain at 2% - reflecting on past year rates 	<p>Billing process to change - invoicing date and payment made prior to services rendered</p> <ul style="list-style-type: none"> - target date of Spring 2017 rollout - communication to parents, modifying policies - Mgt team to draft new policy and comm changes - (DiCerbo - will send sample policy)
			<p>Disc:- Mary Stalker block grant letter not out yet but money will be distributed around December</p> <ul style="list-style-type: none"> -savings at 30k, see attached report - enrollment numbers, bubble and sibling space holders, mktg project the numbers would stabilize come the new year (Jan/Feb) due to the move ups -Bornhava class ratio and move up issues -continue to monitor enrollment and examing spring semester trends 	<p>Vote: Balcom motioned to keep retirement rate contribution at 2% Seconded by Goodman All in favor</p>	
			<p>Center protocol - how does the communication work:</p>	<p>-Credit card payment surcharges further examine ACH program and credit card charges</p>	

				recommendation to adjust our billing approach and to pay for services in advance	
Committee Reports; <i>Strategic Planning</i>	Bittar	Information update	Parent/Staff Survey	<ul style="list-style-type: none"> • Sherene, Brian H., Kathi & Beth met 11/3/16 • Draft Due: November 10 • Approved: November 14 (board meeting) • Survey Opens: November 15 • Survey Closes: December 6 • January 9th Annual Meeting 	Obtain feedback from staff/teachers who were present at the strategic planning meeting early this year (Feb)
Committee Reports; <i>Audit</i>	Dicerbo	Information Update Decision-VOTE	NO REPORT	<p>Discussion -</p> <ul style="list-style-type: none"> - Audit resumed 11/14 adhering to CFO solutions report. • Seeking approval from board on service <p>- Eboard in conversation with CFO solutions and proposing to bring in CFO solutions for a few hours (beginning after Thanksgiving 11/28) to check our books.</p>	<p>Next Meeting:</p> <ul style="list-style-type: none"> - Prepare contract with CFO for support (e-board approval)
Committee Reports; <i>By-Laws</i>	Hartmann	Information Update	NO REPORT		
Committee Reports; <i>Development/Marketing/Enrollment</i>	Milizia	Information Update	(5) see attached REPORT	<ul style="list-style-type: none"> • UBCCC Giving poster • GSA scholarship for parenting graduate students • FLS and teacher/staff time 	Next Meeting: Monday, January 23, 2017
Committee Reports; <i>Program</i>	Racsumberger	Information Update	(6) see attached REPORT	Behavioral Expectation Policy	Next Meeting:

Committee Reports; <i>Personnel</i>	Goodman	Information Update	NO REPORT	<ul style="list-style-type: none"> ● HR Consultant decision ● paychex engaged ● 	Next Meeting:
Committee Reports; <i>Leadership Development</i>	Tjandra	Information Update	NO REPORT		Next Meeting:
Sub-Committee Reports; <i>Facilities</i>	Ludkta	Information Update	NO REPORT	<ul style="list-style-type: none"> - recommendation to make contact with Laura Hubbard by opening with a nice full audit/data driven - security - - vigilant with cars broken into - safety audit for both campuses - services for center and parents eg. lockdown - 	
Executive Session (ALL 12 BOARD MEMBERS REMAIN FOR EXECUTIVE SESSION)	Bittar/ Goodman	Information Update			