

**University at Buffalo Child Care Center, Inc,  
September 12, 2016-UBCCC South Campus**

**Time: 4:30-6:30** Called to Order by Bittar at 4:30pm. Hartmann motioned to adjourn. Dicerboseconded. Meeting adjourned at 5:58 pm.

**In Attendance:**

Banaszak, Bittar, DiCerbo, Hartmann, Heyward, Milizia, Racsummerger, Rothfuss, Wilcox, James, Vidal

**Absent/Excused:**

Tjandra, Goodman, Ludtka, Balcom, Bennett, Smith

Topic	Person/ Time	Purpose	Supporting Documents	Dialogue	Outcomes:
Approval of Minutes	Bittar 4:30	VOTE	(1) - <a href="#">Draft of July meeting minutes</a>		Approval - Hartmann Second - Racsummerger Abstain - Wilcox
Directors Reports	James/ Vidal 5:15	Information Update	(2) <a href="#">North and South Campus report</a> (3) <a href="#">Holiday Policy</a>	Discussion:- -Floats appt clarification - home center base -TSG curriculum implementation update - SC enrollment losing PreS to UPK - examine the population and exit survey for future clientele retention -Heyward - PreK vs daycare component - marketing the curriculum to be competitive vs. multiage group (daycare representation) - Summer camp revenue - updating classroom equipment and outdoors area = \$31k revenue before expenses - refer to finance cmte reports - summer camp survey - low respond rate 2 parents 4 children. move towards an electronic survey.	Program - to further examine PreK curriculum/marketing  MED - work with summer program coordinator to create electronic summer feedback survey ASAP. Survey results to Program committee  MED - Survey parents during potluck mixer about interest areas, expectation -  Directors report to expand on professional development activities - who, what, where?  Leadership - recruitment of new board members during potluck mixer  MED on Website - update with center holiday policy information

				<p>- LOA - confidentiality of staff to be kept within Board meeting attendees.</p> <p>- Parent/teacher night in september to be replaced with a Nov 4 (collective) Potluck mixer at both campus. Growing event to include a wishlist fundraiser. Event also fulfills NAEYC and QS requirements. Board recruitment can also take place.</p> <p>Reincorporating center holiday policy</p>	
Committee Reports; <i>Executive</i>	Bittar	Information Update	<p>(4)<a href="#">NYTimes Article on Wages and ChildCare</a></p> <p><a href="#">September Report</a></p>	<ul style="list-style-type: none"> <li>- <a href="#">Future meeting dates scheduling</a></li> <li>- Future meeting times <a href="#">Doodle Poll</a></li> <li>-</li> </ul> <p>-Climate Surveys (staff and parent), what has past practice been??</p> <p>-Strategic Planning</p> <p>SAMPLE:  <a href="#">NAEYC Family Survey</a>  <a href="#">NAEYC Teaching Staff Survey</a></p> <p>NAEYC surveys are required - required 80% participation</p> <p>Center climate survey - preface email about two upcoming emails.</p>	<p>Next Meeting: October</p> <p>Center Survey Completion rate competition amongst teachers -</p> <p>November 11th staff Parents November 4</p> <p>Beth to send out a copy of previous, previous year's center climate survey.</p> <p>Sherene - Resend Doodle poll on future meeting times as well as future cmte meeting dates document and center calendar</p>

Committee Reports; <i>By-Laws</i>	Hartmann	Information Update	NO REPORT		
Committee Reports; <i>Finance</i>	Balcom 5:30	Information Update and VOTE	(5) <a href="#">September meeting REPORT</a> (6) <a href="#">2015-2016 Forecast</a>	Discussions:- <ul style="list-style-type: none"> <li>- utensils Supplies costly - look at other vendors other than the current adhoc Buffalo Vendor supplies - one time expense</li> <li>- late payment issues</li> <li>- discussion on establishing a deadline for late payment communication</li> <li>- ACH payment update utilization by families</li> </ul>	Next Meeting: TBD <ul style="list-style-type: none"> <li>- Mgt team to look at UB staples contract (procurement)</li> <li>- mgmt team to create an inventory to curb supplies being hoarded</li> <li>- create an ebates accounts to capitalize on cashback on diapers.com order</li> <li>- create a center amazon.com account to allow tax exempt</li> <li>- finance to continue establishing communciation and deadlines for late payment, penalization, grace periods, etc</li> </ul>
Committee Reports; <i>Audit</i>	Dicerbo	Information Update	(7)see attached <a href="#">REPORT</a>	Audit cmte : Anthony , Carrie, Sherene	Next Meeting:
Committee Reports; <i>Development/ Marketing/Enrollment</i>	Milizia	Information Update	No August Meeting	-Future meetings dates blocked off for 3rd Mondays of each month (refer to <a href="#">UBCCC Google Calendar</a> )	Next Meeting: Monday, September 19, 2016
Committee Reports; <i>Program</i>	Racsummerger	Information Update	(8) see attached <a href="#">REPORT</a>		Next Meeting: October 27, 2016
Committee Reports; <i>Personnel</i>	Goodman	Information Update	(9) see attached <a href="#">REPORT</a>	-Seeking approval for Personnel Committee to move forward to choose the HR consulting firm.	Next Meeting: Authorize Personnel cmte and Executive cmte to proceed with selecting/finalizing suitable HR company for the center

			<p>(10)<a href="#">HR consultant Analysis</a></p> <p>(11)<a href="#">ESC</a></p> <p>(12)<a href="#">Paychex</a></p> <p>(13)<a href="#">Triple Track</a></p>	<p>-DiCerbo to provide a brief background on the choices</p> <p>-Directors share their feedback on the vendor choices.</p> <p>KJ - concerns over Paycheck getting new consultants - high turnaround</p> <p>JV - Paychex provides more services over TT but TT is smaller, more intimate but limited services.</p> <p>Directors reports will include usage of HR services.</p>	<p>Motion to approve - Heyward Second - Rothfuss Abstain - Anthony and Brian</p>
Committee Reports; <i>Leadership Development</i>	Bittar	Information Update	NO REPORT	Sucession planning (bittar)	<p>Next Meeting: Board recruitment information to go out on HHC, flyers to be handed out at Potluck mixer</p> <p>Look at United Way - provide NGO board training</p>
Sub-Committee Reports; <i>Facilities</i>	Ludkta	Information Update	No Report		
Executive Session <b>(ALL 12 BOARD MEMBERS REMAIN FOR EXECUTIVE SESSION)</b>	Bittar/ Goodman	InformationUpdate		<b>NO EXECUTIVE SESSION needed at this time</b>	

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