MCC Board Meeting Agenda

Annual Meeting

*April 16th, 2025*

*Called to Order: 5:06pm*

*Minutes Approved from last meeting*

*Attending–Dawn, Alicia, Sarah H., Tarah, Kathleen, Josie, Sarah Y., Irem*

1. Annual Report Review
   1. Presented, agreed to by board
2. Financials
   1. Review financial reports and bank statements (using Josie’s template)
      1. Josie and Alicia will work together
      2. Unclear what salaries are on form–still missing information
   2. Follow-up regarding one or two dollar competitive adjustment in wages
      1. Don’t yet know if we can support it (not enough time to check)
         1. Factor in uncertainty about rent
         2. Changes to PKC allocation
         3. Can increase after school care to help cover
            1. ACTION ITEM: May meeting–Dawn will propose new amount for after school
      2. Could we have a separate bank account for PKC so we know what’s coming out and in for those different accounts?
         1. Yes, but be really clear about what the purpose of the “pad” is for PKC
      3. First pay in May–Alicia will take care of this
   3. Updates from meeting with Jason/KDC involvement
      1. Talked about Paypal
      2. New bank account for donations only, linked to Paypal
      3. Board members will set up signers for new accounts
         1. Alicia will check into what is needed from the Board by the bank
      4. Continuing to meet about Quickbooks
      5. Autumn reached out about follow up
3. Staffing
   1. Staff incidents/behavior reports
      1. Lots of call-offs

* 1. Current vacant positions/staffing needs
     1. Indeed–consider poaching/approaching candidates

1. Board of Directors
   1. Director and Officer insurance- Update on current policy wording
      1. Alicia will call directly
   2. Set date for Director annual review
      1. Done at the end of this meeting, follow up at May meeting
   3. *Set a date to final review board roles and vote on positions*

*(postponed until update of bylaws)*

i. Status update from Autumn/KDC? Sarah will get dates from Autumn and follow up

1. Handbook Policies
2. Review new policies such as parent conduct, send home and return procedures, etc. (Postponed until June meeting)
   1. Sarah H. needs files from Dawn to assist with this
3. Updates
   1. [New space](https://docs.google.com/document/d/1pgm5L1SiIq0ppktDRmlcZFFlY_PlA-OfmbokJkgXkNk/edit?usp=sharing)
      1. Work continues, holding pattern
   2. Website maintenance
      1. Need to train Kathleen
   3. Fundraising
      1. Follow up on PayPal discussion see below from previous meeting
         1. *Need to setup PayPal–Jason (Alicia can you communicate this to him)--ASK: Would it be easier to have a separate account for the PayPal donations for tracking use? Two PayPals (one for moving, one for everything)? Do moving expenses need to be separate from other gifts? How should we streamline donations/funds/etc.*
         2. *Jason unfamiliar, checking in on options–do we need a specific fundraising account? Is the moving account different? How do we account for that/specify how funds are used? Alicia will follow up with Jason*
      2. Follow up- application for Allegheny Grant (Community Impact Hub)
         1. Tarah will report next month
      3. [MCC.buildingforthefuture@gmail.com](mailto:MCC.buildingforthefuture@gmail.com) is now active *(Fundraising2025)*
      4. Crawford gives sign up
         1. Dawn/Alicia

New Business

1. Exorbitant charges for ProCare and TuitionExpress
   1. Josie will vendor hunt (Lillio, FACTS, invoice through Quickbooks–which makes them pay service charges)
   2. Dawn will start charging for credit card services to save hundreds per month
2. Squirrel room screen time (Kathleen, Tarah)
   1. Dawn will look into it
   2. Consider what goals/needs of Squirrel room are–is it Pre-K or babysitting
3. Carnival May 17 11-3
   1. Community involvement requirement
   2. PKC enrollment but open to community (including MCC as well)
   3. Games, Magic Steve (not Mike), food, room visits
4. Teacher appreciation week

Motion to move into executive session for director performance review

Adjourned 7:01pm