

January 16, 2018

Child Care Advisory Committee Meeting Minutes

Present: Pastor Scott
Betty Tidquest
Llewellyn Copeland
Becky Dorris
Vicki Babner
Karen Shipp
Julia Brown

Lighting of Christ Candle

Prayer

Devotion

Minutes from previous meeting: Completed by Julia Brown

Financial Report given by Pastor Scott – Center is profitable

Childcare center report: Full Enrollment – 108 children / 19 Staff / 2 Interns

Fire Safety Week

Book Fair “went well”

School Pictures were Successful

Fully Staffed

Seminars Update: These were cancelled d/t lack of enrollment

Expecting Health Inspection soon

Leaks have reappeared and are being addressed (baby’s room & older care room & across the hall from office & upstairs) – Leaks determined d/t the HVAC breaking in building 3, causing the leaks – Builder passed away before building 3 completed and subcontractors had to go in and try to fix what was not completed or did not get completed correctly

Locks are in process – New lock guy is working on it – estimated \$75.00 per lock

Committee Reports:

Scholarships: Howard family is doing well

No further needs identified at this time

Wendy Tidwell – added to Scholarship Committee removed from Advertising Committee

Handbook: Updates were reviewed and document approved by Committee consensus – Updates will be available to parents upon request and to all new enrollees

Advertising: Center is full and it was determined to continue with advertising already in place

Grievance: Committee developed to review and revise Grievance Procedures for employees

Additions Identified: Outline of “Grievance Process”

Separate Grievance document for Employees, Members of the Church, Members of community – Clarify who the document is for

Why is the Pastor’s Discretionary Funds information included in the Grievance Procedure included?

Changes to procedure agreed upon by consensus.

SUMC Church Annual Goals Worksheet

Answers to worksheet:

- 1) "Mission Statement"
- 2) Annual Goals:
 1. Maintain Full Enrollment
 2. New PE Equipment / Learning Centers
 3. Increased credit card limit from \$5,000 to \$10,000 (or) if the food bill could be paid for by check versus the credit card – When food is delivered then the balance on the card makes it difficult to order new supplies if needed – Betty will address this need with Carol and Scott
 4. Schedule/Develop workshops for parents/staff during the Spring/Summer of 2018
- 3) "Team Effort"
- 4) Team is to serve the children, parents & staff and yes we are targeted to serve the children, their parents and staff within the center
- 5) Ground Rules: "Mission Statement"
- 6) Who is good at what?
 - Financial – Karen, Scott, Betty
 - Workshop – Members of the committee
 - All Agreed Upon by Consensus

Meeting date and time 3rd Tuesday of quarter

Next meeting is Tuesday, 05/16/2018 at 6pm / Building 2 Basement – Tentative Scheduled Date

Ending Prayer