



THE CHILDREN'S TREE HOUSE
SHEPHERDSTOWN, WEST VIRGINIA

August 25, 2021

Online- Zoom link sent through Outlook
Unofficial Meeting Minutes

2021 EXECUTIVE BOARD
of DIRECTORS

PRESIDENT
Tripp Lowe

VICE PRESIDENT / PRESIDENT-ELECT
Mike Spry

TREASURER
Dana Fogle

SECRETARY
Jennifer Flora

MEMBERS
Mark Madison
Sarah Lucas
James Lucas
Megan Burdi
Julia Franks
Annie Lewin
Janelle Quinn

Ex OFFICIO
Paul Wolford, NCTC Liaison
Nickie Haines, CTH Director
Beth Ann Ring, Scheduling
Lydia Lehman, Legal
Counsel

THE CHILDREN'S TREE HOUSE
CHILD DEVELOPMENT CENTER

698 CONSERVATION WAY
SHEPHERDSTOWN, WV 25443

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www.childrenstreehouse.org

I. Call to Order/Roll Call

- Meeting called to order at 12:07 pm. We did not have quorum and will have an official meeting.
- **Present-** Megan Burdi, Jenny Flora, Julia Franks, Sarah Lucas, Annie Lewin, Dana Fogle, Nickie Haines, Tripp Lowe

II. Approval of Last Meetings Minutes- Will send through email for voting.

III. Reports of Officers

- President's Report- N/A
- Director's Report
 - Receiving 5-10 calls and emails for infant/toddler care. Nickie will reach out to Mark and Paul to see if the vacant library building (West Pond) can be used for an expansion. Additional building would house 3 and 4's while current building will be for birth to 3.
 - Sandy's last day is Friday, August 27.
 - Jenny to buy card, gift card, and edible arrangement.
 - Nickie will purchase new laptops for the center. We will move PPP money to grant monies to make purchase.
 - We will continue to monitor the current climate on how to proceed with best COVID practices.
 - Annie recommended to send reminders more frequently.
 - Megan will try to find the new DOI policy to send to Nickie.
 - Julia recommended more signage to serve as a reminder at check-in.
 - There may be a vaccine mandate at the federal level coming and if no mandate, there may be a requirement to test weekly.
- Treasurer's Report
 - Approve Financials- Will request vote through email.

IV. Reports of Committees

- Executive Committee – Tripp
- Finance Committee – Dana
- Bylaws Committee – Mark
- Personnel/Nominating Committee - Mark
 - Review/Vote on New Applicants- Will send through email for voting.
- Fundraising and Outreach Committee – Mike

V. Unfinished Business

VI. New Business

VII. Announcements

VIII. Adjournment



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