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| LogoCTH2**2021 EXECUTIVE BOARD of DIRECTORS****President**Tripp Lowe**Vice president / President-elect**Mike Spry**Treasurer**Dana Fogle**Secretary**Jennifer Flora**MEMBERS**Mark MadisonSarah LucasJames LucasMegan BurdiJulia FranksAnnie LewinJanelle Quinn**Ex OFFICIO**Paul Wolford, NCTC LiaisonNickie Haines, CTH DirectorBeth Ann Ring, SchedulingLydia Lehman, Legal CounselThe Children’s Tree HouseChild Development Center698 Conservation WayShepherdstown, WV 25443Phone: 304-876-7354Fax: 304-876-7337[www.childrenstreehouse.org](http://www.childrenstreehouse.org) | **THE CHILDREN’S TREE HOUSE**  SHEPHERDSTOWN, WEST VIRGINIA**July 28, 2021Minutes**1. **Call to Order/Roll Call 12:06 pm**
	* Present- Annie Lewin, Mark Madison, Julia Franks, Dana Fogle, James Lucas, Sarah Lucas, Jennifer Flora, Nickie Haines
	* Absent- Tripp Lowe, Megan Burdi, Mike Spry, Janelle Quinn
2. **Approval of Last Meetings Minutes (Jenny/Annie) Passed 7-0**
3. **Reports of Officers**
	* + President’s Report- No report
		+ Director’s Report
			- Parent affected by covid room closure, has requested a two week credit. The board revisited the precedent. The credit consideration expired in January. CTH did not do it for the 2 year old room. The board will not reinstate the credit and will keep the current precedent as is.
				* Nickie will review the parent handbook to see if we can add an addendum regarding quarantine and credits.
			- CTH BOD needs to avoid using the the term “daycare.” We need to refer the CTH as a child development center or school (tree school) in discussion.
				* The outreach committee should consider a campaign on the difference between a daycare and a child development center.
			- We have two spaces available for the pre-k room (must be 4 years old). No other spots are available.
			- Sandy will be working three half days now until the end of August and then plans to retire.
				* Tara is interested in replacing Sandy.
			- Current Staffing
				* A new floater was hired -Kelsey.
				* Emily- Infant
				* Cindy and Morgan 1 year olds
				* Tabby 2 year olds
				* Cindy 3 year olds
				* Ashley Pre-k
				* Tara- floater (transition to Assistant Directors position)
				* We are posting a job for a part-time cook. The pay is $12/hr; 9 am – 1 pm M-F
			- Approve Budget
				* **Motion: Approve the 2022 Budget (Jenny/Annie) Passed 7-0**
				* **Motion: Effective January 1, 2022, families will no longer pay cultivation coins and will pay only tuition. (Dana/Mark) Passed 7-0**
			- New MOU
				* We received the New MOU and purchase order for spots for NCTC. It includes a 3% increase for 5 years for the tuition spots.
				* The audit was amended to “provide board approved financials and tax returns at the end of the year.” This is already being done and will save us money.
				* **Motion: Aprove the New NCTC MOU (Dana/Mark) Passed 7-0**
		+ Treasurer’s Report
			- Approve Financials
				* We are over in actual wages. We operated most of 2020 with staff working 36 hours instead of 40, and the 2021 budget on this. As we have worked through the 2022 budget, Nickie has said this was no longer sustainable as staff needs time off, plus our enrollment is up. We also added back the Floater position in 2021, which we could have in 2020 due to COVID. We are also tracking over for tuition income by about the same amount.
				* **Motion: Approve the treasurer’s report (Jenny/Annie) Passed 7-0**
4. **Reports of Committees**
	* + Executive Committee – Tripp
			- No report
		+ Finance Committee – Dana
			- No report
		+ Bylaws Committee – Mark
			- No report
		+ Personnel/Nominating Committee – Mark
			- We will have two candidates to vote on in the next meeting.
			- Janelle Quinn was reinstated to the board- welcome back!
		+ Fundraising and Outreach Committee – Mike-
			- No report
5. **Unfinished Business**
	* No report
6. **New Business**
	* The minutes will be added to the CTH Website. A tab will be created to house all things board related.
7. **Announcements**
	* No Report
8. **Adjournment**
	* **Motion: Adjourn Meeting at 12:51 pm (Dana/Mark)**
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