



## Sunflower Board Meeting Minutes

**Date:** Monday, October 24, 2011

**Present:**

- Merlene Brown  Annette Bolson  Michele Duwe  Ann Grimstad  Jennessa Luzum  
 Mike Meirick  Jean Ryan  Bryan Waskow  Curt Wymer

**Meeting Call to Order at:** 6 pm by Jennessa

**Approval of Minutes:** Approved electronically

**Board meeting scheduled for: 11/21/2011**

Payroll Evaluation Committee is to meet at 6:00 p.m. Members are: Jean, Ann and Merl

**Staff meeting (tentatively) scheduled for: 1/9/2012**

*Board member representative will be: Jennessa*

Merlene hopes to have Alan Lerstrom (retired Luther professor) attend the meeting to discuss Workplace Communication

**Updates on Previous Issues:**

- A. Sunflower Sign
  - a. Have a quote from Letterwerks
  - b. Will get quotes from other companies for comparison
- B. Fall Clean-Up Day report
  - a. 14 staff members, 4 families (out of 100) and 2 board members attended
  - b. Huge success! Got a lot of work done – painting, carpets shampooed and walls washed in several rooms, lunchroom chairs washed, air vents cleaned, bushes trimmed, brush cleaned up, powerwashing on the north side of the building
- C. Concrete Sidewalk, Toy Shed status
  - a. Sidewalk at the east side of the building should cost \$300-400 to repair. The work could be done as early as tomorrow (10/25). Brad Wicks said mudjacking would probably be the most cost effective way to fix this.
  - b. Brad Wicks said we also need to address water that comes from downspout because it will likely cause the same problem to happen again in the future.
  - c. Board members agreed that Mike should call right away tomorrow to get the sidewalk fixed
  - d. Fixing tiles on play area – Merl has information about this and who could do the work for us. Best way to fix would be to splice them. Merl will need to count how many tiles we still have in the basement that can be used for the repair.
  - e. \$500-700 material costs to fix the outside shed.
    - i. One day project to complete it. It would be best to get the materials here, then see if we can find people to come do the work. (Mike thought there are a few people who have been working on Habitat for Humanity house who might be available when they are done on the house.)
    - ii. The side walls seem to be ok. Need to cut off some of the overhang and also redo the shingles. Should be able to get another 10 years of life out of the building if it can be done before this winter. (If not, the shed may



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only be usable for one more year.) May also get some parents who are contractors to help with the work.

- D. Cribs
  - a. Approximately \$2500 to replace all of the drop-side cribs
  - b. Mike is trying to find donors to help fund this project well before the deadline. He would like to find donors by December 1 so the cribs can be replaced by the end of 2011, rather than waiting for the December 2012 deadline.

### Director's Update:

- A. Invitations have been extended to potential new Board Members
  - a. Two have accepted – Elly Lensch (will start in March) and Dana Carolan
  - b. Would like to add at least 1-2 additional board members
- B. Visits from Community Helpers
  - a. Community Helpers who have visited (or will visit) Sunflower – police officer, firefighter, ambulance will be coming on Wednesday (10/26)
  - b. Helps the children to know the people and not be scared of them if they ever need help from these community helpers
- C. HAWC Advisory and NICC Advisory Committee meetings
  - a. Merlene is on these two boards
  - b. HAWC Advisory works on many children's issues. People from DHS, Iowa Food Program and HAWC staff are on the committee
  - c. NICC Advisory Committee – for their early childhood degree program. The committee usually meets twice a year in the fall and in the spring.
- D. Weekly Classroom Meetings – Update
  - a. Merl is holding one classroom meeting per week, then a full staff meeting quarterly
  - b. Working well so far and they are having good conversations
- E. Financial Analysis – will meet with Jean
  - a. Merl has completed the breakeven analysis spreadsheet
  - b. Merlene will work with Jean in the near future to review other spreadsheets
- F. Health plans
  - a. Renewals will be coming soon
  - b. Bryan will help Merlene with the evaluation of our options
- G. Personnel Committee – met before meeting and reviewed policies

### Upcoming/Impending Items:

- A. Budgeting for 2012
- B. Yearly Reviews for Staff

Submitted by Jean Ryan