

Minutes  
Regular Board Meeting  
Skagway Child Care Council BOD  
March 21st, 2023, 6:00pm Location: Little Dippers Learning Center

1. **Call to Order:** 6:14pm
2. **Approval of the Minutes:**
  - a. 2/7/2023 - KJ/KA, no discussion. all in favor.
3. **Approval of Agenda** - KJ/JM, discussion: KJ note to keep agenda items to action items, other things in personal notes for discussion. All in favor.
4. **Communications to SCCC**
  - a. Correspondence:
    - i. Write up in Skag News
    - ii. Wendy Anderson said SBC Idol is same date - Jules will talk to Claire about it.
  - b. Citizens Present: None
5. **Updates/ Reports**
  - a. **Administrators**
    - i. In packet. Additional, Katie A. good in NABSC. Kerri added to bank account. Mallory is good addition. Kate Mahe paperwork completed, will be submitted to Sven to see if qualifies as CCA.
  - b. **Board Members**
    - i. KJ - Kaitlyn sent tax info to the accountant today. 1099 from Edward Jones needs to be added.
6. **Unfinished Business**
  - a. Employee Handbook Policy and Procedure Review
    - i. KJ/JM - Motion to Approve Handbook; JM/KJ motion to amend: add Use of Facility After Hours section - no discussion on amendment - amendment all in favor, original motion, all in favor.
  - b. Insurance audit final update - paid and done. Policies are all reinstated.
7. **New Business**
  - a. Review Summer Camp Community Calendar Organized by the SCCC
    - i. Almost done hope to have it out by the end of March.
  - b. Skagway 360 Summer Outdoor Camp
    - i. KJ/JM motion to establish Ad Hoc Committee to develop proposal for Skagway 360 Summer Camp. Kaitlyn and Katie will connect to get started figuring things out like: Finalize dates; Hire teacher/ assistant - wages-create hiring description; How many kids-10? ; Liabilities clause; Confirmation of school as launch site. All in favor.
  - c. Date for Bank account updates - Kerri added 3/21/23. Kerri, Kaitlyn and Jules now on checking and savings
  - d. Date for Kerri's 3 month review - 3/31/2023, noon @smoothie shop. Jules and Eliza will create review sheet.
  - e. Staff housing/ Lease review - TABLE - need to make decision by 4/1/2023
  - f. Taxes - kaitlyn submitted
  - g. Procure and Intuit Reconciled - bad debts taken care of in quickbooks
  - h. Who owes money? Katie A., Danai
  - i. Who needs money? Reimbursements

- i. Katie 60\$ - fingerprints/background check
- ii. Eliza 67\$ BBQ supplies?
- iii. Jungle Gym refund- yes

**8. Board Comments/ Discussion**

- a. Sign contracts - done
- b. School pick up and drop off's - has to be Kerri or Mallory - Mali can do it too.
- c. Social Media Content: what's up with the FB'S - kerri will check email settings. Put on another agenda to discuss deletion of Dippers FB and just use SCCC.
- d. Board Members-
  - i. Chelsea said no. for another agenda, discuss bylaws/voting/parent members
- e. Community Funding Grant - perhaps complete the application so it is ready to submit on the fly. All funds given for 2023 must be used before Dec 2023
- f. Timeline - still need to review
- g. Outreach
  - i. Alumni BBQ
  - ii. Open House/ Resolution Q & A/ CCAP workshop
  - iii. Summer date nights
  - iv. Newsletter
- h. Next meeting: April 11, 6pm

**9. Adjournment - 7:55pm**