

BACC

Board of Directors Meeting Agenda

Wednesday, March 7th, 2024

6:30 PM in person and via Zoom

BOARD MEMBERS PRESENT IN PERSON AT BACC: Nora, Courtney, Chris

BOARD MEMBERS PRESENT VIA ZOOM: Cristin, Kate

BOARD MEMBERS EXCUSED: Molly

BOARD MEMBERS ABSENT: None

TOTAL MEMBERSHIP: 5

GUESTS PRESENT: None

STAFF PRESENT: Colleen Russo

Board members agreed to vote on the following:

1. Approval of January 2024 Board Meeting Minutes

- a. 1st: Courtney
- b. 2nd: Kate
- c. Discussion: None
- d. Yes: all
- e. Nay: None
- f. Abstentions: None

2. Approval of February 2024 minutes from electronic vote

- a. 1st: Kate
- b. 2nd: Cristin
- c. Discussion: None
- d. Yes: all
- e. Nay: None
- f. Abstentions: None

3. Motion to appoint Marcy Wilson to BACC Board of Directors

- a. 1st: Courtney
- b. 2nd: Cristin
- c. Discussion: None
- d. Yes: all
- e. Nay: None
- f. Abstentions: None

4. Good of the Order

Colleen shared BACC is full for UPK for school year 2024-25

5. Treasurer's Report- See Financials

- a. Discussion:
 - i. Open invoice from UPK led to \$95K increase
 - ii. Door expense and credit card processing expenses carried over from December incorrectly
 - iii. Mostly a break even budget; March and October typically used as benchmark to guide planning

6. Director's Report, Programs Reports, SACC Report-

No questions

7. Reports of Standing Committees:

- a. Executive – Nora Osuchowski – No report
- b. Audit/Finance – Vacant – No Report

8. Reports of Ad Hoc Committees:

- a. **Fundraising/Marketing/Grants**– No report- Marketing Proposal and current grants
- b. Discussion: Monday March 18th meeting scheduled with Borgos. Planning to attend: Colleen, Nora, Courtney, Kate. Meeting pending with Blueprint Strategies and Consulting to be confirmed via email
- c. **Grants**: Applied to Stewarts \$5K (updates to playground) and Holly Foundation - goal is \$5-7K (summer camp and travel camp)
- d. **Fundraising**: decision to pause the gala until we have a more solidified marketing plan and guidance

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- i. Additional fundraising options: [Hoffman's Car Wash](#) Helping Hands, local take and go pizza night, community spaghetti dinner with guest servers or a to-go plate, board in favor of all of these efforts
 - ii. Discussion of merchandise sales, board in favor
 - e. **Membership**– No Report
 - f. **Program & Personnel** – No Report
 - i. Table for motion - To vote on next month
 - ii. Courtney to send out revised statement on proposed handbook updates to Board Members and Executive Director
 - iii. Executive Director to provide Board of Directors cost analysis for:
 - 1. Implementing a time and a half payout policy for select employee holidays
 - 2. PTO payout for staff
9. **New Business**
- a. Program rate increases: 10% program rate increase proposed to support Center for future will be voted on in April 2024
 - b. Discussion of addition to Executive Staff roles:
 - c. BoD proposed:
 - i. Part time (20hr per week) Human Resources Director role
 - d. Executive Director and BACC Staff proposed:
 - i. Teen and Community Services Coordinator (net new position) - potentially part time
 - ii. Assistant Childcare Director (net new position)
 - 1. BoD concerned about budget for full time assistant childcare director
 - a. Executive Director and BACC Staff to provide proposed job description and duties
 - e. Trust a Fence bankruptcy: Not moving forward with legal action, as it is not likely we would recuperate any money from litigation
10. **Unfinished Business**
- a. Staff Satisfaction Survey to move forward
 - b. Change of Signors: Courtney to go to BSNB to finalize; Colleen not on any other accounts
 - c. COVID Policy - need to remove from handbook per new NYS and Federal regulations
11. **Announcements**
- a. Next meeting, April 8, 2024
 - b. BoD to create 2024 meeting calendar (Columbus Day will be a conflict)
 - c. New security system to go live week of March 11
12. **Motion to adjourn**
- a. 1st: Cristin
 - b. 2nd: Chris
 - c. Discussion: None
 - d. Yes: all
 - e. Nay: None
 - f. Abstentions: None