



Executive Director
Caelynn Prylo

Assistant Director
Meghan Mensler

Childcare Director
Jessica Bradley

UPK Director
Sarah McKinley

Board Of Directors

President
Nora Osuchowski

Vice President
Courtney Ellis

Secretary
Christin Iacolucci

Treasurer
Molly Pezzulo

Christine Bouchard
Kate Dubois
Krystle Nowhitney -
Hernandez
Randy Hotaling
Marcy Wilson

BACC
Board of Directors Meeting
Monday, March 10, 2025
6:30 PM

BOARD MEMBERS PRESENT IN PERSON: Courtney Ellis, Molly Pezzulo, Nora Osuchowski, Christin Iacolucci, Christine Bouchard, Marcy Wilson, Krystle Nowhitney Hernandez & Randy Hotaling

BOARD MEMBERS PRESENT VIA ZOOM: Kate Dubois

BOARD MEMBERS EXCUSED: None

BOARD MEMBERS ABSENT: None

TOTAL MEMBERSHIP: 10

GUESTS PRESENT:

STAFF PRESENT: Caelynn Prylo, Executive Director

1. Motion to call the meeting to order at 6:31PM

- 1st: Courtney Ellis
- 2nd: Molly Pezzulo
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

2. Approval of February 2025 board minutes

- 1st: Christine Bouchard
- 2nd: Courtney Ellis
- Discussion:
- Yes: all
- Nay: None
- Abstentions: None

3. Good of the Order

- Winter Wonderland: 66 kids attended and netted \$600

4. Treasurer's Report – (Molly)

- Staff appreciation lunch – UberEATS business account opened to get buy one get one pizza deal
- UPK grant received
- \$10K from Town of Ballston



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- Amazon purchase process: set up as business account and have certain roles and need to identify and request to make a purchase. Caelynn, Jessica, Meghan are approvers (Caelynn for all) most of program stuff is just in time purchases.
 - Cleaning and paper products are on subscribe and save right now. Do not yet have a written process documented; have an older purchase requisition. Caelynn has a draft document but wanted to have input of FD once onboard.
 - Discussion of the various accounts and cards (Ace, BJs, Staples), Caelynn gets notified via email. Only Kathy's name is on the account with Ace; have called to updated but not yet. SACC food is purchased via BJs.
 - Need to have written financial policy procedure with hierarchy of approval and purchasing instructions.
 - In the interim, need to have some kind of paper trail/record: email?
- Finance/HR director position – have received limited applications
 - All applicants are Indeed only
 - Could try to post just the FD role; can outsource HR
 - Courtney will revise the position posting; will keep the same salary but post as FD only
- Cash handling procedure needed as well
 - Nora and Caelynn to have something in place for the interim.
- Paylocity updates
 - Will be reimbursed by Paylocity for the fee and sales tax
 - GTM consultant (working on handbook) and scoped their software to switch but would be increase in costs to us so not looking at making the move now
 - Could look at a simpler solution (i.e. Paychecks?) but need a mobile app that can be geo-fenced for example. Caelynn to put together a must have list for payroll software and can look at other bids
 - Employee survey is happening via Paylocity and not sure what is in it 3/13/25; Caelynn has reached out to Paylocity to get more info/stop it; Courtney has removed it from autosending

5. Director's Report, Programs Reports, SACC Report- (Caelynn)

- Safety plan update: OSHA safety rating improvement and need to have functional safety plan in place over next three year.
 - Broadview has a safety grant available; asked consultant friend Z (delivered the First Aid training to staff recently) for a proposal (i.e. emergency response and training, security around facility, medical equipment on site etc.) and goal is to write a grant around this proposal.
 - Randy reached out to Sheriff to see if can get their advice on safety measures to consider at BACC
 - Now have an always on walkie connected to Malta Ave – emergency channel to stay connected and if they are in lock down then BACC will be too
- SACC financials, capacity has two rooms at 0?
 - Reason why two rooms are at 0%? Caelynn will double check these numbers to see what the actual capacity is for before care
 - UPK before care can start soon since just have onboard staff for before care
- Constant Contact Newsletter is up and running
 - Great open rates and positive engagement
- Pickleball registrations are coming in; more adult programming happening
 - Attendance records will track entry and exit and compliant with OSHA



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6. Reports of Standing Committees:

- a. Executive/ House – Office Space bid (Nora/Caelynn)**
 - SK4.1: Larger offices in the back off room 2 is the preferred choice
 - Caelynn will ask for quote
- b. Audit/Finance –401K, Amazon Account, Accountant, Paylocity Change (Molly/Caelynn)**
 - Jen is going in to add money into 401K each payroll but need to get Caelynn in as the contact admin in order to add new employees (BSNB)
 - Accounting RFP still needed, non-profit experience is needed (audit, taxes and annual report) would be working together with future FD. UHY and Bonadio were recommended. Current accountant is not under contract.

7. Reports of Ad Hoc Committees:

- a. Fundraising/Marketing/Grants–**
 - Update on current grants (Molly/Caelynn)
 - Swims Grant submitted today (transportation and park entry fees, village pool)
 - Update on marketing (Kate/Caelynn)
 - Most updates are in the report; working on editorial calendar
 - Working on budget for advertising
 - Google analytics reset still needed; Kate to work on that
 - Website updates underway, calendar updates have driven teens to programming, updated the donate button
 - Can look into professional development for WordPress
 - Canva to Constant contact focus right now
 - Discussion of fundraising going forward
 - Want to set up a separate Fundraising committee; Caelynn set up a calendar
 - Will look at setting up that before April
- b. Membership - None**
- c. Program & Personnel –P&P Revisions (PTO, WFH, UPK)**
 - Courtney/Caelynn met in mid Feb and went through needs for handbook
 - GTM proposal for \$4K (20 hours) with delivery in 4-6 weeks timeframe (draft expected 10 days post discovery meeting 2-hour workshop)
 - Discussion on concerns around waiting to do any interim changes in the handbook

Motion to accept the proposal 3/5/25 to create BACC handbook by GTM Payroll and HR contingent on not exceeding total cost of \$4K for 20-hour project with deliverable of new handbook.

- 1st: Randy Hotaling
- 2nd: Molly Pezzulo
- Discussion: none
- Yes: all
- Nay: None
- Abstentions: None



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8. New Business

- Caelynn and Nora meeting tomorrow at 11AM with Mayor Rossi on partnership with BACC and funding; Nora will update board after
- Discussion around including social media policy in new handbook by GTM

9. Unfinished Business

- a. Leadership Saratoga meeting on 2/26/25 with Nora and Caelynn – strategic plan was goal but not really received yet; deadline is April
- b. UPK 2025-26 budget concerns & proposed before care program – discussed previously in meeting
- c. Posting of Finance Director – discussed previously in meeting
- d. Tech Review/Audit with Colden – identified some hardware issues and will keep them as helpdesk for now
- e. Switching from Microsoft to Google Workspace – Caelynn looking into this, Nora is doing this now with BARC and will look at this for future cost savings. Excel is the key Microsoft tool that may be needed for financials
- f. Summer Camp registration starts on 3/12/25 – any support needed? Hopeful that will go smoothly; updated the drop policy to match that of other local camps

10. Announcements – Next meeting, Monday, April 7th at 6:30PM.

11. Motion to enter Executive Session at 8:00PM

- 1st: Molly Pezzulo
- 2nd: Christine Bouchard
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

12. Adjournment out of executive session.

- 1st: Randy Hotaling
- 2nd: Christin Iacolucci
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

13. Adjournment of the board meeting at 8:39PM.

- 1st: Courtney Ellis
- 2nd: Molly Pezzulo
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None