

**Burlington Children’s Space
Board of Directors
Meeting Minutes
April 17, 2024
Zoom Video Conference**

Board Members Present: Alan Matson, Alissa Carberry, Julie Springer, Victor Prussack, Charlotte Blend

Guest: Khamal Edwards, Andrew Capone, Molly Scaife

Call to Order	The meeting was called to order at 12:05 pm.	
Minutes	Minutes from February and March were reviewed and were approved.	
Directors Report	<p>Program:</p> <ul style="list-style-type: none"> • I believe the equity statement is complete. More feedback was received and was forwarded to grant writer/mentor/teacher. • The security system is running, and it’s been so great! \$1,000 in security grant left and may consider a keypad on the BCS door. Wouldn’t need to leave BCS door unlocked at drop-off and pick-up in this case. Teachers would then (maybe) not need to carry a door key. • Hiring a cook and two teachers. Having interviews. Molly, Katlyn and a teacher are currently cooking lunch, with Molly doing CACFP paperwork. Having interviews for open positions. • NAEYC: Meeting set up in a few weeks to review grant application shortcomings. The BCS “grant writer/mentor/teacher” to join the meeting. They can re-apply for accreditation in June. <p>Community Partners:</p> <ul style="list-style-type: none"> • Director’s meetings have been very helpful. • Partnership with the Howard Center will continue next year. <p>Financials:</p> <ul style="list-style-type: none"> • Applied for CSA grant—received and will be picking up a large share from the Intervale throughout the summer. • Applied for VCTF three-year cycle grant for professional development and family workshops, \$15,000 each year. Have not heard back. 	

	<ul style="list-style-type: none"> Applied for BBF grant—hoping to get funds to train all staff in the Family Service Credential. Have not heard back yet. 	
Financials	<ul style="list-style-type: none"> CCFAP (Subsidy): Molly working with 1 family to help them apply as they qualify now. They are newly eligible (4/7/24). More families will qualify in October. Looked at Feb, Mar and 1Q P&L statements. March looks much better with a loss of \$2,276, compared to a loss of \$35,505 for February (which was a 3 paycheck month). We will continue watching month to month moving forward to be sure we are showing progress. Our Northfield Savings account is remaining flat which is a very good sign. It's been around \$121,000 since 2/15/24. This may be the best measure of how we are doing due to the variable timing of payments and expenses. 	
Board Recruitment	<ul style="list-style-type: none"> Proposal: At our May BOD meeting, discuss board recruitment. Maggie is approaching tenure. Victor, Charlotte, Alan and Julie have been on the BOD a long time. We need to free people and bring in new voices. Look at the skill set we desire. BCS parent, finance, health, legal, early childhood education. Annika talked to a parent (health connected), however, a mid-day meeting doesn't work for them. Do we have bylaws that require any skills? Should we update our policy? We may want to update this document. 	
<i>Adjournment</i>	<ul style="list-style-type: none"> Meeting adjourned at 12:51 pm. 	

Next scheduled meeting: May 15th, 12-1pm

4/17/24 Note-taker: Julie Springer

Signed: Julie Dumas 06/17/24
Name (Chair) Date