Burlington Children's Space
Board of Directors - Meeting Minutes
Thursday, October 15, 7:00 pm

Board Members Present:
Anna Howes Gebhardt, Dan Martin, Deb Patsky, Gracie Clement, Jesse Milligan, Julie Springer, Molly Scaife (non-voting)
Board Members Not Present: Jacob Breslin, Emma Membrino, Megan Mossey

Agenda Item	Notes	Next Steps or Outcomes
Call to Order	The meeting was called to order at 7:03 p.m. by Anna Howes Gebhardt	
Director's Report (Molly S.)	• No leads on preschool teachers. • Still awaiting special accommodations grant $ from May-August. • Applying for Farm-to-School grant (up to $30,000). • Khamal is transitioning into BCS.	Gracie to work on this grant with Molly.
Finance Committee	• September finances looked good including the final Strengthening Families grant payment. • Emma is joining the Finance Committee. The committee now includes Anna, Emma, Jacob, Molly and Megan. • Anna and Megan are reviewing the 26-27 budget to look for opportunities to balance the budget. • Anna is exploring expansion of BCS's I/T programming as there is regional demand. First Children's Finance (FCF) offers grants for I/T expansion. Anna is asking FCF for examples of successful budgets for I/T-only programs. • Goal of the Finance Committee: develop programming that will balance the budget; or understand the budget gap that needs to be covered by fundraising.	Anna/Megan to share insights at an upcoming board meeting. Anna will share information as she learns more.

Fundraising	• Hoehl Foundation funding – application due 12/1. Pre-screener due by 11/1. • Emma proposed developing an outreach plan with a LOI so we all operate from the same script. • Anna proposed a meeting after 10/20 and before 11/1, for all board members who can attend, to review the LOI. • A proposal was made to define a very clear in-kind process and acknowledgement letter for time/labor/ in-kind donations.	Molly to submit pre-screener by 11/1/26. Draft LOI to be created by a few members of the Finance Committee on 10/20/26. Anna to email meeting date/time to review the LOI. Future action: Define in-kind process/letter for in-kind donations.
By-laws and Board Calendar	• Reviewed all proposed changes to by-laws and agreed to: ○ Move Mission and Philosophy to a reference to the Parent Handbook. ○ Add a section on Financial Sustainability and Compensation.	Julie to update the by-laws based on discussion and send out a draft to the board. The board will vote on the draft by-laws at the November meeting.
Playground Committee	• Playground upgrade will be a 2–3-year plan completed in phases. • Gracie is awaiting specific quotes on playground equipment. • Jesse's father and co-workers have volunteered their time.	Playground Committee will determine fall priorities and share with the board.
Board Meetings & Logistics	• Nov 19th: Gracie will be acting Chair at the 11/19/26 board meeting as Anna is unavailable. • The board agreed to approve minutes via e-mail, followed by ratification at the start of the following, regular board meeting. • Dan Martin made a motion to ratify the board's email approval of the September 17, 2026 board meeting. Anna seconded the motion.	The motion was passed unanimously.
Adjournment	The meeting was adjourned at 8:08 p.m. by Anna Howes Gebhardt	

Minutes were taken by Julie Springer, Secretary.

Next scheduled meeting: Thursday, November 19, 2026 at 7:00 pm on Zoom.

These minutes were approved via e-mail by 5 voting members who attended the meeting.

Signed:  10/23/26

Name (Chair) Date