Burlington Children's Space
Board of Directors - Meeting Minutes
April 24, 2026 - Zoom Video Conference

Board Members Present:
Anna Howes Gebhardt, Gracie Clement, Jacob Breslin, Jesse Milligan, Julie Springer, Molly Scaife (non-voting)
Board Members Not Present: Megan Mossey, Molly Lawrence
Other Attendees: Katlyn Bullis

<table>
<tr><th>Agenda Item</th><th>Notes</th><th>Next Steps or Outcomes</th></tr>
<tr><td>Call to Order</td><td>The meeting was called to order at 12:03 p.m. by Anna Howes Gebhardt.</td><td></td></tr>
<tr><td>Approval of Past Minutes</td><td>Minutes from the March meeting were voted on and unanimously approved: 5 out of 5 members voting.</td><td>See actions in Personnel Committee Minutes</td></tr>
<tr><td>Director's Report (Molly S)</td><td>Program:
• Preschool closure to start next week.
• Looking at options for a fall preschool classroom.
• We are looking into more engaging things for the playground. We've added a large truck tire and may attach a slide. The slack line and swing set are set up again. There is a big load of mulch coming Tuesday if anyone can help spread mulch.
• Katlyn will take over meetings/reports in May.
• A child eloped recently from the playground, which was reported to licensing, as required.

Community Partners:
• There is a meeting with Head Start today to talk about preschool changes.

Financials:
• NAEYC reimbursement grant from VTAEYC.
• Applied and received NAEYC bonus grant.
• Alan has given his notice and will be here through or near the end of June.</td><td></td></tr>
<tr><td>Finance Committee (Jacob/Alan)</td><td>• Subsidy now allows for 40 missed days instead of 30 starting now.
• P&L shows surplus (fewer children and lower staffing level) which will help with predicted losses of $15,000/month over the next 4 months (May-August).</td><td></td></tr>
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Maternity Plan (Molly S)	• Molly has made a few updates and she will send out the plan to the Board. • Katlyn will be managing most things (without preschool it will be easier). Rosie will provide back-up. • Alan will be training Rosie to cover financials before Molly is back and Alan leaves.	Molly to send out updated Maternity Plan. Molly to give Anna's contact information to Rosie.
Personnel Committee	• Molly's review has been completed. It was good to reflect all that Molly does in addition to the very challenging year. • Procedural: The committee would like to make Molly's self-assessment language align with the review language used by the board. • We agreed that Julie will send out draft minutes by the Sunday following the Board meeting to all Board members. Board members will approve (or send modifications, etc.) by the Friday following the Board meeting. Anna will sign the document and Gracie will put them on the website. Julie will print and post the minutes in the staff room. • We are still looking at our board meeting schedule to see if there is a way to have a staff rep attend. There was interest from a staff member. • We are launching an ad-hoc fundraising/playground committee. The committee is open to Board, Staff, and Community at large. Anna, Gracie, and Katlyn volunteered to be on the committee. Anna may have a consultant.	Anna will sign Molly's review and then: 1) send the signed copy to Molly; 2) send the review to all Board members; and 3) add it to the Google Drive. Draft minutes to Board – Julie. Board approves minutes by email. Anna signs minutes. Gracie uploads minutes to website. Julie prints and posts in the staff room.

Board Structure Committee (Ad Hoc)	• Bylaws:
	  ○ There was no additional discussion about the draft by-laws.
	  ○ Anna motioned that we accept these by-laws with the provision that we will review them again in September 2026. Gracie 2nd it and the vote was unanimously (5 out of 5).
	• Board Recruitment:
	  ○ Board recruitment is still a priority. Board members may invite people to come to our meetings.
	  ○ Molly L is working on board recruitment documents.
	• The Committee will be working on a Board Agreement process that outlines expectations for Board members.
		Julie will post the new by-laws on the Google Drive.

Adjournment	The meeting was adjourned at 1:01 by Anna Howes Gebhardt	

Next scheduled meeting: Friday, May 22, 2026   12:00-1:00 via Zoom.

These board minutes were approved on 5/2/26 with the 5 attending members all approving them via e-mail.

Signed: 5/3/26

Name (Chair) Date