

Board Meeting Minutes for Wildflower Nature School, Inc.

I. Meeting Details

Chairperson: Angela Banitt
Secretary: Nicole Monk

Date: January 20, 2026
Time: 5:30pm

Location: Wildflower Nature School
Street Address: 160 Ruby Ranch Road
City: Silverthorne
State: CO Zip: 80435

II. Roll Call

Laura Landrum took roll call at 5:38PM

The following persons were in attendance:

- Tiana Ibarra, Assistant Director
- Laura Landrum, President
- Lexi Dolan, Vice President - virtual
- Nicole Monk, Secretary
- Ben Kass, Treasurer - virtual
- Shane Ardell
- Jonnah Glassman, Town of Silverthorne Rep
- Susan Gelman
- Andrew Pires

Absent:

- Angela Banitt, Executive Director

III. Call to Order

Meeting Agenda Distribution- Speaker: Laura Landrum - 5:39PM

Motion to approve December 16 meeting minutes by Shane. Jonnah seconds.
All approved. December meeting minutes approved.

IV. Board Updates

Board of Directors Updates - Speaker: Laura Landrum - 5:40PM

- Adding BOD member info and meeting minutes to website
 - **NEXT STEPS:** Shane will connect with Ellie to work on this.
 - **NEXT STEPS:** BoD Members send bio and photo to Shane
- Susan joining the Board

Motion to vote Susan onto the Board by Nicole. Jonnah seconds.
All approved. Susan is on the Board!

VI. Financials Update

Financials Update - Speaker: Andrew + Ben - 5:42PM

Andrew

- Budget is in a deficit of 20k. Need to explore how to balance the budget and set funds aside for reserves.
 - Grants were key in 2025 and Andrew believed they will be key moving forward.
 - Fundraising can help with reserves.
 - Food program needs to be reviewed for cost effectiveness.
- Board to vote on approved amount to be contributed to reserves each year (at least \$25,000 annually recommended)
 - Is money in our reserves invested in any way? Previously it was transferred into a HYSA. Low-risk options would be best. Angela will have to transfer money on behalf of WNS. Andrew recommends choosing a day of the month and having an auto-transfer.

Motion to plan for 25k to be put into reserves each year, with the option for the board to forgo a deposit to preserve positive cash flow to the organization if needed by Nicole. Laura seconds.
All approved.

- Vote to approve the new Budget

Board members asked for time to review the updated 2026 budget before voting. Will vote next meeting.

- **NEXT STEPS:** All Board members will review the updated 2026 budget

VII. Grants Update

Grant Updates - Speaker: Nicole Monk - 6:13PM

- Copper Environmental Foundation - asked for support for the BEE Program + Garden Program
- Buell Foundation - asked for GO support
- First Friday Donations for Non-Profits - "open January 2026"
- HUD funds update
 - Should be under contract by the end of January. Construction slated to start in June or July.
 - Will there be any indirect funds (ie. admin time) we can bill to this grant?

VIII. Fundraising + Events

Fundraising and Events- Speaker: Shane Ardell - 6:18PM

- Events
 - Santa Visit was a big success!
 - Family Appreciation Night
 - 19th of February
 - Questions:
 - How many families went last year?
 - RSVP was needed for families to go
- Annual Fundraiser - Superhero and Princess Party again?
 - When? Summer.
 - Shane will reach out to Silverthorne Pavilion to chat dates.
 - Sponsor packages. Board + family support in soliciting sponsors

IX. Communications & Reports - Angela

Communication & Reports- Speaker: Tiana - 6:37PM

Personnel Update

- Exiting employees -
 - Sam, cook
- New Employees
 - Emma Shifflet, columbines
 - Norma Anaya, daisies
 - Paola Arredondo, bluebells / daisies
 - Jessica Venegas, buttercups
 - Marian Blandon, housekeeping manager

X. Policy Discussion

Policy Discussion - Speaker: Laura Landrum - 6:42PM

Policies for Employee Handbook.

- Susan motions to approve *Breaks/Lunch for Hourly Staff* policy for handbook. Shane seconds.
- Nicole motions to add disclosure requirements to the current *Employee Relationships Policy* in the Employee Handbook. Laura seconds.
- Shane motions to approve *Staff–Administration Communication Policy* for handbook. Nicole seconds.
- Nicole motions to approve *Discount Childcare* policy for handbook. Jonnah seconds.
- Shane motions to approve *Absences and Tardiness* policy for handbook. Nicole seconds.
- Shane motions to approve *Enrollment Eligibility Policy* policy for handbook. Susan seconds.

Policies for Family Handbook.

- Jonnah motions to approve *Transitional Scheduling* policy for parent handbook to be reviewed by school staff. Shane seconds.
- Nicole motions to approve *Persistent Distress* policy for parent handbook to be reviewed by school staff. Susan seconds.
- Jonnah motions to approve *Bottle Feeding Readiness* policy for parent handbook to be reviewed by school staff. Nicole seconds.
- Nicole motions to approve *Safe Sleep Readiness* policy for parent handbook to be reviewed by school staff. Jonnah seconds.
- Jonnah motions to approve *The Midday Drop-Off Policy* policy for parent handbook to be reviewed by school staff. Nicole seconds.
- Shane motions to approve *The Hand Foot and Mouth* policy for parent handbook to be reviewed by school staff. Susan seconds.

Questions:

Can WNS refer to Early Intervention without parent approval?

As a private childcare facility, what are the rules around WNS disenrolling a child if the child needs early intervention but the family refuses?

XI. Adjournment

Meeting has Ended- Speaker: Laura Landrum - 7:45PM