

Board of Directors August 10, 2015 Meeting Minutes

In Attendance: Maureen Treichel, Jessica Kennedy, Mark Werwie, Katy Kaufman, Jamie Wohlgamuth, Sara Jorgensen, Stacey Neuman, Kristi Torno-Buske, Donna Campanelli, Erin Kernkamp, Sue Carr, Cori VandeKieft, Jodi Schmitt

Call to Order: Maureen called the meeting at 7:01pm

Approval of May & July Minutes: Minutes for May & July were approved.

DIRECTOR'S REPORT (Sue Carr): We officially hired Dawn Van Horn as a new Starfish teacher. Sea Horses have 10 students enrolled. Toddler Time is at 4 or 5 openings left. The hope is to have 2-3 more kids for the Sea Horses class.

There is a stellar pumpkin crop in the garden. We now have a composter that was built by a Girl Scouts troop and they are also making tiles for us of our sea animals.

Carpets have been cleaned and we signed them up to do them again over winter break since the amount of dirt in them warranted them being cleaned twice a year.

Reminder that Board Members and teachers are to wear their t-shirts at the Parent Meeting on Aug 27th and Jodi volunteered to make us all name tags. The meeting starts at 7:00pm; however, board members should get there early in case we need to help set up and handout folders to parents and direct them into Fellowship Hall. Sue will start and the staff will introduce themselves, then Maureen will give a speech and Board Members will then introduce themselves by saying what we do on the Board and what class we are in. We will be sitting by class and there will be colored balloons representing each of the classes.

The sign-up for Helping Parent and Co-op jobs will be at 9pm the night after the Parent Meeting. Board Members will be able to sign up for Helping Parent first and should be signed up before the first Parent Meeting, so if you haven't heard from the teacher, make sure to reach out to them.

We are providing lunch for the teachers on Aug 27th. There are no dietary restrictions, except to make sure there is nothing with peanuts. The teachers will be there from 8:30am to 3:00pm that day and food should be there no later than 11:00am.

We will be back at the Farmers' Market Aug 19th. Sue and Cori will be there, Katy will try to make it from 3-5, and Maureen, Jess, Stacey and Donna all said they would try to be there.

Sunflower Fund – Sue spoke to Carrie (sp?) who is the person at the Church that runs their scholarship program and decides for the church who gets the scholarship. Carrie would be willing to make the decision for our scholarship to use the money we would contribute to add to the scholarship of the student(s) already chosen or to give more scholarships to more students. The Church has given one scholarship so far. Sue has given a lot of tours this summer and feedback has been we are very expensive compared to others. The last rate increase was based on the entire city of Madison. In addition, while we are in a church, we are not church-based and have to pay rent, etc. whereas other schools, such as Messiah do not have that cost. It was suggested to use \$750 this year which would be using 20% of what is currently sitting in the Fund; therefore, there would be money available if a family ran into trouble during the year. It was suggested to use one of the newer fundraisers to put money towards the Sunflower Fund because feedback from past years is we should have more directed fundraising so people know what we are fundraising for. It was suggested to take Culver's night and Fired Up and direct it to the Sunshine Fund and let people know. We made over \$400 from Culver's night and approximately \$900 from Fired Up. We put information regarding the scholarship in the newsletter and with the school applications. Katy made a motion to donate \$750 annually from the Sunflower Fund to expand scholarship access for students that will be identified by the church. The motion was seconded by Cori and all were in favor of the motion.

PRESIDENT (Maureen): Nothing to report

VICE PRESIDENT (Jessica): Jessica is in the process of setting dates for the parent meetings in January and then will be meeting with the folks at Summit Credit Union to discuss having them give a presentation on finances again.

TREASURER'S REPORT (Katy): Our balance sheet continues to support a strong financial position. Nothing remarkable regarding the profit and loss statement as it is only one month, school is not even in session, and Sue is the only one under contract. If anyone on the Board has any questions feel free to email Katy. The Executive Committee agreed to extend a short term disability benefit to the staff this year as it made sense with the purchase of the life insurance and it will have a budget impact of approximately \$800 this year.

FUNDRAISING COORDINATORS (Sara & Jamie): Information will be handed out the night of the class meetings regarding Butter Braids and Eco-Flower. Families will have until the date the Pizza Night forms are due to turn in the Butter Braid forms and order online from Eco-Flowers. Sara will get the Butter Braid contact information from Cori. The money from the fundraisers has gone to get rugs, buy two kitchens, and get the flower boxes. Oliver's Labels gave us \$298 last year. It was agreed we would keep Oliver's Labels by having the link on our website and have it front and center at the beginning of the year, right before winter and the end of the year. Sue will contact Maria to have the Oliver's Labels link put back on the web site. Sara and Jamie will give a general overview of the fundraisers at the Aug 27th Parent Meeting but give more specifics during the individual class meetings. We are waiting to hear back from the Co-op about buying \$1000 worth of gift cards and then selling them. We would get 9% of the proceeds since they would give us a 9% discount on the purchase. Fall Resale will start Oct 9th and run for a week. There will be an "everything half off" sale on Friday and Monday to make it fair for all parents. We will put boxes out the first or second week of school for families to donate for the resale. It was decided to not limit it to certain sizes and Jamie said she would take the lead on organizing all the clothes. Sara & Jamie will do an article for the September newsletter regarding the fundraisers.

EVENT COORDINATOR (Stacey): Stacey is working on the flyer for pizza night which is Oct 9th. Erin is in charge of getting volunteers for the evening and will be providing a list to Stacey. It was recommended we have pizzas delivered in two shifts which worked well last year. The pizzas will be purchased from Glass Nickel. We have lots of cups, plates, and napkins in the basement storage room so she will take an inventory of the number of items to see if more need to be purchased.

VOLUNTEER COORDINATOR (Erin): We have enough volunteers for the fall clean up. Sue and Erin will review the spreadsheet of volunteer jobs and number of slots to make sure we have enough for all the families to participate.

EQUIPMENT & INVENTORY (Jesse): No Report. Jesse was not present.

PURCHASING (Donna): Donna received a list from Sue of items that need to be purchased and she obtained 300 brown paper bags that were generously donated by Metro Market and are now at the school.

ADVERTISING (Kristi): We are re-running an advertisement in the Eastside News. The Willy St Co-op needs a new advertisement and Kristi will have Maria update it with new pictures.

New Business: None

Meeting Adjourned: 7:54pm

Next Meeting: September 14th