

Board of Directors

April 3, 2017 Meeting Minutes

In Attendance: Maureen Treichel, Jessica Kennedy, Katy Kaufman, Mark Werwie, Betsy LaMore, Stacey Neuman, Jesse Pagel, Donna Campanelli, Erin Kernkamp, Kristi Torno-Buske, Sue Carr, Jodi Schmitt, Stephanie Ehlers

Call to Order: Meeting called at 7:03pm

Approval of March Minutes: Approved with no changes.

DIRECTOR'S REPORT (Sue): Next year's current enrollment numbers have not changed since the last Board Meeting except for a few additional Toddler Time enrollees.

- Madison Police Officer came to staff meeting to discuss safety concerns.
- Some Things to Consider:
 - Walkie Talkie system to communicate with staff
 - Changing locks so classroom doors are easy to lock
 - New blinds on the windows
 - Blinds on classroom door windows
 - Locks on the door to the playground and door from Fellowship Hall to outdoor classroom
 - Key Card or Code to get in the nursery school entry door, which the Church has.
 - Checking ID at the door when letting in unknown people
 - Asking church people to use the church door
 - Use Code Red as Code Word
- Sue has to confirm safe location with Lake Edge, check on the panic button in her drawer, check on grants for school safety, and she will go over to Frank Allis with laminated piece of paper with our number and explain to them they need to let us know when they are in lockdown.
- **Priorities** – Locks on classrooms and the outside doors and the blinds, which we have to talk to the Church about. We will pay for walkie talkies.
- Sue will put together a new section in the handbook regarding lockdowns and building safety.
- Survey is moving to rating scale with some open-ended questions.
- In regards to getting more enrollments for 3yr old classes, we did Half Pint advertising which was \$1500, Little Badger was \$500. We have a banner at the Monona Pool. We also discussed advertising at the Capitol View Farmers Market.

PRESIDENT (Maureen): Nothing to report.

VICE PRESIDENT (Jessica): Flyers looking for volunteers for next year's Board went out in brown bags...no responses as of the time of the meeting. Katy may have a neighbor interested in the Advertising position for next year.

TREASURER'S REPORT (Katy): Katy presented the third quarter budget. It did not include the money made from the Spring Fling. The Fundraising team has done a fantastic job with the number for fundraising expected to be over \$10,000. We expect to be in a surplus position unless something crazy happens in the fourth quarter.

FUNDRAISING (Betsy): The Spring Fling raised \$5,200 with \$4,922 coming from the auction and the rest of the funds were for the raffle and people paying at the door to get in. The raffle itself made \$95. We had a lot of overbids with \$98 of the money raised being from overbids.

EVENT COORDINATOR (Stacey): All but one parent who was signed up to volunteer, showed up at the Spring Fling. Next year we will want to send a reminder to parents to not have children help. Starting the people earlier compared to 2016 was very helpful.

VOLUNTEER COORDINATOR (Erin): Next event is the outdoor clean up.

EQUIPMENT & INVENTORY (Jesse): Fixed a broken bulldozer.

PURCHASING (Donna): Nothing to report.

ADVERTISING (Kristi): Nothing to report.

New Business: None

Meeting Adjourned: 7:43pm

Board went into Closed Session to discuss next year's budget.

Next Meeting: May 8th