

## **Board of Directors July 11, 2016 Meeting Minutes**

**In Attendance:** Maureen Treichel, Katy Kaufman, Mark Werwie, Stacey Neuman, Jamie Wohlgamuth, Betsy LaMore Donna Campanelli, Erin Kernkamp, Sue Carr, Jodi Schmitt

**Call to Order:** Maureen called the meeting at 7:10pm

**Approval of May Minutes:** Minutes were approved.

**DIRECTOR'S REPORT (Sue):** Manatee, Dolphin and Penguin classes are all full with 3 children on the wait list for 4K. There is 1 opening in Starfish and 3 openings in the Seahorse class.

Toddler Time ("TT") has 1/16 enrolled on Monday for both the morning and afternoon classes; 3/8 on Tues; full on Wed; Thurs morning full with 8/8 and Thurs afternoon has 4/8. Friday currently has 1/8. A discussion ensued in which we talked about whether or not we should cancel the Mon and Fri classes of TT. Katy made a motion to cancel the two Monday classes of the First Session of TT with Erin seconding the motion and approved by unanimous vote by the Board. It was agreed we would re-visit the discussion regarding Friday's TT enrollment at the August Board meeting. The one person affected in the Monday class was having their second choice held by Sue.

Sue and Maureen asked that we all share the TT information on Facebook and to also put out our yard signs if we have them, and if we don't Sue has them available. New flyers were printed and are available for people to post. We did TT coupons with the brochure that we gave out at Little Badger but did not get anyone to sign up with them. Sue suggested she would mail applications to people who signed up last year, but haven't re-enrolled, and also to families who have children in one of the older classes who have younger siblings. An advertisement was just placed with the Lake Edge Neighborhood Association that will be coming out in a couple weeks and Sue also wrote a column. Katy asked about going to Happy Bambino and doing a presentation of TT with one of the age specific play groups there and Sue said that was on her agenda of things to do, and it was also mentioned it could be a good idea to offer a Happy Bambino specific coupon. Another Hula Frog blast will be going out soon.

There are plenty of vegetables in the garden, so feel free to stop over and pick things from it.

Confidentiality agreements were handed out to all Board Members that were present for their signature acknowledging their adherence to the policy.

We received a continuing education reimbursement request from Stephanie for Spanish I through MATC Madison. The class is 4 credits which can also be used towards her license renewal and the cost of the program is \$755. The Board discussed the request and Katy made a motion to reimburse 75% of the cost and ask Stephanie to stay committed for a full year after she earns the credits with Betsy seconding the motion and approved by unanimous vote by the Board.

**PRESIDENT (Maureen):** Survey results were handed out and it was agreed the Board Members would take a look at the results and we would come prepared to discuss more specifics at the August meeting. If you would like the full copy of the survey, Sue will email it to you. We will also talk about goals for Sue in August as well.

The date of the Spring Fling was finalized for April 1<sup>st</sup>. Sue will check with the Church to make sure the room is available that day.

Discussion regarding a different park location for the end of the year picnics. Suggestions were made of Lake Edge Park on Dempsey, Burke Park on Reiner Rd, Oneida Park on Winnequah Trail, and Schluter Beach Park on Winnequah. Board Members will check out the different parks and be prepared to discuss at the August meeting because a decision will need to be made soon. A recommendation was made to survey the parents about a park location and also the parent meeting topics.

**VICE PRESIDENT (Jessica):** No report. Jessica was not present

**TREASURER'S REPORT (Katy):** Preliminary financial statement from all of last year was reviewed. We exceeded our enrollment goal and blasted our fundraising goal...congrats Jamie and Sara. Expenses were well in line even with personnel a little over. Net income of around \$16,000 but again it was stressed this is a preliminary financial statement. Bonuses have been calculated since we have the preliminary numbers, the Executive Committee is still finalizing the numbers but the bonuses will be paid in July.

**FUNDRAISING COORDINATORS (Jamie & Betsy):** Suggestion was made to sell t-shirts, long sleeve shirts and sweatshirts. We could create an order form and have people fill them out and pay at the time they turn it in. It was agreed we will put the order form in the orientation folders. Sue will bring one of each item of clothing to the parent meeting so they can see them. Maureen suggested having a list with an overview of the fundraising options that will be available and when for the next school year. Willy St Coop gift card program will continue for the next school year. We should have the gift cards available for sale at the other events and not just kept in the office. The bulb sale generated \$303 and Oliver's labels made around \$190 so it was agreed we would keep both of those available. Sue will start stuffing folders before the next scheduled Board meeting so Jamie and Betsy will get Sue the fundraising information the first week of August. MGNS participated in Brat Fest in the past for a couple years but that was coordinated through a parent that is no longer with MGNS. This will be looked into as an option.  
<http://www.bratfest.com/giving-back/volunteer-information/>

**EVENT COORDINATOR (Stacey):** Nothing to report.

**VOLUNTEER COORDINATOR (Erin):** The majority of people who missed their volunteer duty last year were TT parents. A survey response stated the TT parents felt it was unfair to have the same volunteer requirement as the other parents whose kids were going to school 3 or 4 days a week. Katy asked whether or not the lack of TT enrollment could be tied to the fact we required TT parents to volunteer for the first time this past year. That could be a factor. It was decided we would make TT parent sign up for duties voluntary and Erin would work on the specifics of the email the TT parents will receive explaining such.

List of fall jobs – Fall Clean-up Night; Meet, Greet & Eat – early/late/bake desserts; Orientation Date Parents; Fired Up Pottery coordinator; Book Fair (3); Mid-semester Clean-up; Winter Clean-up; Scholastic set up and take down (2 each) for 10/28 approx. 12:30-2:30 and 11/4 same time; Resale helpers (2) 8:45-11:45; and the other regular volunteer duties. Katy suggested creating a Teacher Appreciation Week Coordinator as a volunteer opportunity.

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

**PURCHASING (Donna):** She will check with Metro Market to see if they will again donate brown bags and she will have them to the school by Aug 23rd.

**ADVERTISING (Kristi):** No report. Kristi was not present

**New Business:** None

**Meeting Adjourned:** 8:40 pm

**Next Meeting:** August 8<sup>th</sup>