

## **Board of Directors March 13, 2017 Meeting Minutes**

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

**Call to Order:** The meeting was called at 7:02pm

**Approval of February Minutes:** Minutes were approved after one change made to the Penguin registration numbers which was listed as 8 but should have been 7.

**DIRECTOR'S REPORT (Sue):** Next year's current enrollment numbers: Dolphins 18/18; Manatees 18/18; Penguins 16/16; Starfish 7/16; and Seahorses 5/12.

- Numbers are lower compared to this time last year. We have a lot of young Toddler Time children with Stacey having five 1yr olds in her class.
- We are doing more advertising.
- Could do another Open House in May but typically we only get current families attending.
- We have a handout for the Little Badger Sale, but did not have one for the Half Pint Sale because it was expensive and they wanted specific sized handouts we decided not to do it. Considering the enrollment numbers, Kristi will check with Half Pint and see about getting our advertisement in.
- TT numbers 3/8-Tues; 5/8-Wed; 2/8-Thurs; 1/8-Fri and 0-Monday. Last year we were at 20/56 enrollment and this year we only have 40 spots open.
- Appreciation Sunday was attended by Jodi, Juli and Sue. Sue gave a speech...there were very few people there compared to past years. People that usually attended were not there. Sue thanked them for the years of scholarship support and 3 or 4 members of the church were interested in sponsoring individually. This year we had one full scholarship worth \$3100 and a couple of partials that MGNS helped with.
- Discussed having an end of the year ask from families or tying something in to the 60<sup>th</sup> anniversary which is next spring and doing some sort of huge fundraiser.
- Sunshine fund was used for a TT scholarship and kids who can't afford the field trip fee or the \$75 registration fee. There is over \$3500 in the fund right now.
- Talked about doing a basic donation envelope as a start and see what kind of response we get.
- For this month and next month's staff meeting they were focusing on a comprehensive safety plan. Talked to a MPD officer. Next month an officer will walk through the building with the staff and give suggestions on what they can do.
- Frank Allis and Lake Edge are meeting spots if there's an emergency at the school.
- Classroom doors are difficult to lock. Talked about having a deadbolt at the top of the door. There is very little furniture in the classrooms to barricade the doors, if necessary.
- The teachers will come up with a plan and publish it.

**PRESIDENT (Maureen):** No Report. Maureen was no present

**VICE PRESIDENT (Jessica):** Katy was unanimously voted as Treasurer for next year's term.

- MMSD calendar was discussed. MGNS Christmas break will be 12/21 to 1/4. April 2 is Easter Monday and MGNS will return from Spring Break on April 3rd.
- Jamie made a motion to approve the schedule with Betsy seconding the motion and it was approved by unanimous vote of the Board.
- Next year – Jessica President; Katy Treasurer; Maureen Secretary; Jamie Events; Betsy Fundraiser; Erin Volunteer; therefore, we need a VP, Advertising Coordinator, a Second Fundraiser and someone for Equipment.

- Jessica is going to create a form and give it to Sue to put in brown bags and then also send out an email. VP and incoming Fundraiser are 2 year positions.

**TREASURER'S REPORT (Katy):** Nothing to report.

**FUNDRAISING (Jamie & Betsy):** 70 donations for the online auction so far and still waiting for people to respond. Typically we have 100-120. A link to the web page will be included in the weekly wrap up email. Auction starts on March 20. Sue will share it on the MGNS Facebook page. Spring Butterbraid sale raised approximately \$1100.

**EVENT COORDINATOR (Stacey):** Stacey will need cash to go shopping for the Spring Fling. She will be contacting Bonnie this week for set up. Sheets will be going out in brown bags to track number of people that will be attending so we know how much food is needed. We should have some extra volunteers. If you have a griddle, please bring one in. Jamie will donate hers to the school. A mother of a Manatee student works for Starbucks and will be donating 5 gallons of coffee from the Monona Dr location. Starbucks is able to do so many donations per month, so we will want to keep them in mind for future Spring Flings or other events.

**VOLUNTEER COORDINATOR (Erin):** Wednesday is clean up night and no negative responses so we hope all will be coming. Erin will email the volunteers for the Spring Fling as a reminder. Outdoor cleanup is April 19 from 6-8pm and we need approximately 6 people.

**EQUIPMENT & INVENTORY (Jesse):** Fixed the door on the cabinet...jellyfish tank motor is not working and so we may need to purchase a new one instead. He is also building a homemade cribbage board for the Spring Fling auction.

**PURCHASING (Donna):** No Report. Donna was not present

**ADVERTISING (Kristi):** Kristi will look into the Half Pint consignment sale further and if you have any other advertisement ideas let Kristi know. Katy will research or find some examples of donation envelopes for fundraiser.

**New Business:** None

**Meeting Adjourned:** 7:57pm

Board went into Closed Session to discuss Teacher Appreciation Week.

**Next Meeting:** April 3rd