

## **Board of Directors November 9, 2015 Meeting Minutes**

**In Attendance:** Maureen Treichel, Jessica Kennedy, Katy Kaufman, Mark Werwie, Jamie Wohlgamuth, Stacey Neuman, Jesse Pagel, Donna Campanelli, Erin Kernkamp, Kristi Torno-Buske, Sue Carr, Cori VandeKieft, Jodi Schmitt, Stephanie Ehlers, and Dawn Van Horn

**Call to Order:** Maureen called the meeting at 7:03pm

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

**DIRECTOR'S REPORT (Sue):** Session II for Toddler Time is almost full. We have two spots left. If we want to add more students, we have 1 opening in each of the 3 year old classes and 1 opening in the 4k class. Stephanie and Sue wrote a grant for \$1000 worth of items through YoungStar, which is a 5-star quality rating system for child care providers <http://dcf.wisconsin.gov/youngstar/program.htm>. MGNS was selected and we received an iPad and the rest of the funds were based around Stephanie and Dawn's accreditation package so we received \$600 worth of science-related items. We also received a \$100 book fair grant from The Meemic Foundation <https://www.meemic.com/the-meemic-foundation/grant-opportunities/book-fair-grants.aspx>. We also received a \$1600 City of Madison Accreditation grant to use towards a new loft which costs \$3,440. We raised \$760 towards the loft by selling the old loft and other old furniture leaving \$1080 to pay for the new loft. We need to buy the loft and then seek reimbursement of the \$1600 from the City by Dec 11 which is the City's year-end deadline to have paid the money. Mark proposed a motion to buy the new loft; it was seconded by Katy and approved by unanimous vote by the Board. The staff made the decision that the loft will stay in the 3yr old room. New chips for the playground were being delivered on Nov 10 and to be spread on Nov 11 by parent volunteers and we will be re-filling the sand in the sandbox.

**PRESIDENT (Maureen):** Discussion on tuition increases for 2016-17. Reviewing the latest information from 4-C (Community Coordinated Child Care), which is the 2014 data, the Penguin and Seahorse class current rate of \$240 is just above the average of \$231; current Starfish rate of \$295 is below the average of \$326; and the current Dolphin and Manatee rate of \$345 is below the average of \$398. After much discussion and debate, Katy made a motion to increase tuition as noted below with Mark seconding the motion and approved by unanimous vote by the Board.

Starfish:	5% to \$310
Penguin:	2% to \$245
Seahorse:	2% to \$245
Dolphin:	3% to \$355
Manatee:	3% to \$355

**VICE PRESIDENT (Jessica):** Summit Credit Union will do a financial education piece with the date still to be determined but Jessica will have the date by the next board meeting. The self-defense class is set for January 19th.

**TREASURER'S REPORT (Katy):** Got the draft of the form 990 and will email it out to the Board so we can all review it and then she will get it submitted after we have all had a chance to review it.

**FUNDRAISING COORDINATORS (Jamie):** Willy St Co-op gift cards are going well and we plan on ordering another \$2000 to sell. November 22 is Fired Up Pottery fundraiser. Our fundraising check from the bulb sale arrived but Jamie did not have the opportunity to open it prior to the board meeting to see how much we made. We are still looking to determine the date for the Spring Fling. Dates being considered are April 2 and April 16. Jamie will discuss with Sara and then speak to Ellen to see if either date is available.

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

**VOLUNTEER COORDINATOR (Erin):** Napkins have been getting picked up and cleaned, mop heads picked up and cleaned, and parents are making play-doh. If parent volunteers are unable to make their selected job then they will be directed to Sue who will work with them to get them a 2hr job that is not on the volunteer list. The spring volunteer and helping parent sign-ups will be sent out Dec 10.

**EQUIPMENT & INVENTORY (Jesse):** Sand delivery will cost between \$90-100 and the mulch for the playground cost \$499 for 50-40lb bags with both being added to the playground by volunteers the evening of Nov 11.

**PURCHASING (Donna):** More research done on brick engraving. One site that was looked into was Polar Engraving <http://polarengraving.com/donor-websites/>. Example donation amount of \$100 would yield a profit of \$82.50 based on cost of brick of \$17.50 and free shipping. If we used this example and sold 50 bricks we would make \$4,125. We would still need to find someone to lay the bricks for us. The other option is Madison Block & Stone. They do it by pallet which is 540 bricks and covers 118sq ft. The cost, which includes pallet and delivery charges, is \$454.07; however, the price does not include the cost to engrave and Donna was waiting to hear back from her contact on what that cost would be. We would still need to find someone to do the install. Donna left a message with the folks at Fitchburg's McKee Farms to see who they used for their bricks. Kristi's husband is a mason so she will see if he can take a look at the space we are looking to pave and give us a ballpark as to what we could expect to be charged. Monona also installed bricks in some of their parks so Donna will reach out to Jake at the City to see who they used.

**ADVERTISING (Kristi):** Looking at advertising on Hulafrog for the January 23 open house. We give the Monona consignment sale our brochures and they put them in their swag bags. An Isthmus listing was suggested as we've done those in the past. Madison Moms and Madison with Kids were suggested as well as Monona Moms and McFarland Moms. Sue is on the Voice of Monona radio and will ask if she can do a promo for the open house. The only other thing is going to a ton of places and putting up flyers and we should have a list of places where we can put them up again. Sue and Kristi will plan on meeting to discuss the advertising.

**New Business:** None

**Meeting Adjourned:** 8:18pm

**Next Meeting:** January 11th