

## Westside Cooperative Preschool Board Minutes April 8<sup>th</sup>, 2013 at WCP

In attendance: Jen Hopps, Melissa Stambaugh, Karen Munich, Max Hedgewald, Lars Wulf, Stacy Fisher, Kaylene Smith and Caitlin Mason, Katherine (Treasurer from Lacey Co-op)

Item	Task	MSA
<p>General:</p> <ul style="list-style-type: none"> <li>• <b>Approve March 2013 minutes (will approve in May 2013)</b></li> <li>• Review tasks for last month               <ul style="list-style-type: none"> <li>○ Class Leaders                   <ul style="list-style-type: none"> <li>▪ E-mail about making sure others use the list for clean-up</li> </ul> </li> <li>○ Drew                   <ul style="list-style-type: none"> <li>▪ Need a solution for kids pushing through the fence – In progress</li> <li>▪ Toilet replacement – In progress</li> </ul> </li> <li>○ Jen                   <ul style="list-style-type: none"> <li>▪ Bring thank you card to next board meeting give to Linda Spalding - Done</li> </ul> </li> <li>○ Mary Janelle                   <ul style="list-style-type: none"> <li>▪ Send E-mail about the flu</li> <li>▪ String/Velcro for the clean-up list - Done</li> </ul> </li> <li>○ Max                   <ul style="list-style-type: none"> <li>▪ Draft an e-mail to try and get donations to cover tuition costs. Revisit to probably add to the month after.</li> <li>▪ Ask the bank about security of online banking access to the savings account.</li> <li>▪ Check with the bank about who is a signer from the bank's perspective.</li> </ul> </li> <li>○ Melissa                   <ul style="list-style-type: none"> <li>▪ E-mail Mike Summer school registration form - Done.</li> <li>▪ E-mail the weekend cleanup crew for the weekend of open house to remind them to come at a different time</li> <li>▪ Send Mike an updated blue class registration form - Done</li> </ul> </li> <li>○ Mike                   <ul style="list-style-type: none"> <li>▪ Update photos on the website after checking with MJ about who did not want photos on the website - Not done, but in progress finally. See secretary/website update.</li> <li>▪ Mike to add the sponsors on the website with click through - Not done, decided to leave it as something specific to the Friendship Run website</li> <li>▪ Add the summer camp registration form to the</li> </ul> </li> </ul> </li> </ul>	<p><i>Vote next month</i></p>	<p>M()<del>S</del>(A)</p>

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<ul style="list-style-type: none"> <li>• website - Done             <ul style="list-style-type: none"> <li>▪ Add the updated blue class registration form to the website - Done</li> <li>▪ Review and provide feedback on Caitlin's Bio - Done. Caitlin sent it back, need to re-review and add to website. Kaylene also updated her bio, need to provide feedback still.</li> </ul> </li> </ul>		
<p>Fundraising:</p> <ul style="list-style-type: none"> <li>• Still have a few more expenses to come in, but expect final figures to be about \$9,500. Should consider getting rid of the wreath sales in the future (one more year?).</li> <li>• <b>Deciding to stick to a St. Patrick's Day time period for the race, and possibly sticking to a Sunday. Will announce the actual race day in the next month.</b></li> <li>• Comments from runners included: very festive &amp; family atmosphere, liked the course, wished the 5K and 10K started at diff times, possibly lower fees for kids/family groups next year.</li> <li>• <b>Need to simplify and align our logo across all communications (fundraising, membership, website etc.). Need to vote on a logo.</b></li> </ul>	<p><b>Max</b></p> <p><b>Vote next month</b></p>	
<p>Finance:</p> <ul style="list-style-type: none"> <li>• Need to decide how to earmark the fundraising funds. Will talk about at future meetings.</li> <li>• Will be doing the budget in the next couple of months. Let Max know if there are any changes or problems that he should address.</li> <li>• There is a possibility of hiring a group co-op accountant. They would handle all payroll, taxes etc., at a possible lower cost. Will address before July.</li> <li>• Summer scholarships. Propose that there is a similar limit to scholarship spots as last year.</li> <li>• <b>Need to create an order form for Shirts and a payment process devised. Need to decide who will be taking on this responsibility in the future.</b></li> </ul>	<p><b>Max</b></p>	
<p>Support:</p> <ul style="list-style-type: none"> <li>• <b>Need to have all chairs follow-up with their group to update their folders and have them ready for hand-off by May. Send email to Diane to follow-up.</b></li> <li>• <b>All school BBQ coming up on June 8<sup>th</sup> – need to lett membership know.</b></li> </ul>	<p><b>Jen</b></p> <p><b>Class Leaders</b></p>	
<p>Compliance:</p> <ul style="list-style-type: none"> <li>• Still finding board members for next year. Missing a membership chair. Please let Diane or Jen know if you have any ideas or suggestions for board members.</li> </ul>		

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<ul style="list-style-type: none"> <li>• <b>Voting by the membership for the executive committee will be out next week.</b></li> <li>• New board members will be transitioned in the next month.</li> <li>• Request made that current board members try to help with the transition and keep attending meetings through June.</li> </ul>	Diane	
<p>Membership:</p> <ul style="list-style-type: none"> <li>• <b>Arts Walk is coming up and we need art to be ready for set-up at Wind Up Here on 4/25. Melissa to follow up with publicity to assist with set-up.</b></li> <li>• New signs going up on the A board (outside).</li> <li>• Enrollment for next year is currently at: 8 - Yellow, Full - Orange &amp; 9 - Red</li> </ul>	Melissa	
<p>House:</p> <ul style="list-style-type: none"> <li>• <b>Tree options: Board would like to get a couple of quotes from arborist/tree services and a recommendation as to which trees should be removed / limbed. Families and the school would be interested in collecting the wood.</b></li> <li>• <b>Will develop a letter or script to see if we can find a firm that could provide the service at a reduced rate.</b></li> <li>• <b>Need to start mowing the grass.</b></li> <li>• <b>Make the fire lane no-parking area more visible. Find other signs or possibly spray paint the driveway. Caitlin to look for a suitable sign.</b></li> </ul>	<p>Jen/Drew</p> <p>Lars</p> <p>Drew</p> <p>Drew &amp; Caitlin</p>	
<p>Health &amp; Safety:</p> <ul style="list-style-type: none"> <li>• <b>Consider changing the nut policy to “no peanuts” versus “no nuts”. Need to vote on the policy next month.</b></li> </ul>	Vote next month	
<p>Class Leaders:</p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<p>Secretary/Website:</p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<p>SPSCC:</p> <ul style="list-style-type: none"> <li>• A teacher in-service meeting will be held here on 4/ 16.</li> <li>• Parent Ed Update: Emily McMason will be presenting on the evening of 4/16 and looking to schedule a Kindergarten Expectations Meeting in late April/early May.</li> </ul>		
<p>Teacher Reports:</p> <ul style="list-style-type: none"> <li>• Will be getting chicken eggs in the next week or two and then we will be ordering butterflies to satisfy our science table space.</li> <li>• <b>Still looking for a summer aid. Need to post an ad on craigslist and at the college (follow-up via Karen, our Summer School coordinator).</b></li> <li>• <b>Consider reducing Red Class to 12 (versus 14). Possible vote next</b></li> </ul>	<p>Caitlin</p> <p>Vote next month</p>	

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month. <ul style="list-style-type: none"><li>• Student teacher, Brittany from SPSCC, started today in Red Class. She will be here on Mon &amp; Thursday (possibly Wed).</li></ul>		
<b>Next Board Meeting: Monday, May 5th, 2013 at 7:00 PM at WCP</b>		