

Westside Cooperative Preschool Board Minutes January 7th, 2013 at WCP

In attendance: Jen Hopps, Karen Minnich, Kaylene Smith, Drew Phelps, Mary Janelle Cady, Mike Timm, Max Hegewald, Lars Wulff, Melissa Stambaugh, Cindy Fenster, Caitlin Mason, Diane Murrey

Item	Task	MSA
<p>General:</p> <ul style="list-style-type: none"> • Approve December 2012 minutes • Review tasks from last month: <ul style="list-style-type: none"> ○ Jen – <ul style="list-style-type: none"> ▪ Making Stockings for the homeless – OSD Madison, 32 families to fill stockings, felt and sewing. Jen to send out an e-mail. DONE ○ Diane <ul style="list-style-type: none"> ▪ Need to find a family to sell t-shirt and totes at friendship run. IN PROGRESS ▪ Perhaps a grant to cover the college fee? Check with the person handling grants. Unable to get in contact. IN PROGRESS ▪ Does Fundraising want another person? Probably yes. Diane will reach out to Lars. IN PROGRESS ▪ Find a new Yellow Class Leader. IN PROGRESS ○ Mike <ul style="list-style-type: none"> ▪ Put the SPSCC benefits on the website. DONE ○ Max/Lars <ul style="list-style-type: none"> ▪ Once date is nailed down for run, send e-mail to the board. DONE ○ Max <ul style="list-style-type: none"> ▪ Financial review – will probably happen in December. 4 people have volunteered. May be another e-mail to request help. DONE ○ Karen/Melissa <ul style="list-style-type: none"> ▪ Update parent handbook to include withdrawal form N/A - it is in there already 	<p></p> <p style="text-align: center;">Diane</p> <p style="text-align: center;">Diane</p> <p style="text-align: center;">Diane</p> <p style="text-align: center;">Diane</p>	<p>M(Jen)S(Max)A</p>

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<p>General (Continued):</p> <ul style="list-style-type: none"> • Review tasks from last month (Continued): <ul style="list-style-type: none"> ○ Drew <ul style="list-style-type: none"> ▪ Puddle under the toilet in the storage restroom. OUTSTANDING ○ MJ <ul style="list-style-type: none"> ▪ Toilet replacement. IN PROGRESS – Max to work on it – actually passed to Drew after the meeting. ▪ Stairs need reflective strip/tape. ON HOLD – waiting for less rain ▪ E-mail for flu season. OUTSTANDING • WCP t-shirts – Max presented some ideas that were all well received. Maybe name the boat in the design “Unique.” Need to determine the actual founding date of the school. One family has some association with Spin Tees and may be able to help. Some additional questions need answering: How much should we sell a t-shirt for, \$15 or \$20? What colors do we need? Eastside does tie-die t-shirts. Suggestions about totes, need to be better quality. Window clings and other items can be looked at down the road. • Private School Fair on Feb 2nd. Historically Diane and the publicity folks do it. Melissa to call the publicity person. • Mail pick-up not happening – Should be resolved now. Shannon Oakes and Lanell and Josh Pastor have keys. Mail should be checked and distributed about 2 times a week. • Change date for all school meeting – Current date is March 13th. Proposal to move it to Feb and maybe have a Friendship Run kick off, answer questions, volunteer signups. Need to get in touch with mentors and have them reach out to their family to make sure they understand what is going on. Agreed to moved the All School Meeting to Wednesday Feb. 13th @ 6:30PM. Class meetings can occur before and after the all school meeting. Jen to send e-mail about change of date for the all school meeting. 	<p>Drew</p> <p>Drew</p> <p>MJ</p> <p>MJ</p> <p>Melissa</p> <p>Jen</p>	
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<p>Fundraising:</p> <ul style="list-style-type: none"> • Friendship run changed to March 17th. • Max has done a great amount of work. • There are designs for posting fliers at local stores and post card to go to past runners. Some minor typos that Max will clean up. • How to get more response to having employers help sponsor. Jen and Mike to help with St Peters contacts. • Lars is short two people. Diane to help find Lars people. • Lars and Wendy will be gone in February. Lars offered to give up doing sponsorship to help handle other things prior to his absence. • What role does guerrilla running play? Promotion, race logistics, training groups, equipment, volunteers, they are a partner but the preschool owns the race. • Max volunteered to help out the couple of weeks before the race when Lars is gone • Jen and Lars to talk over the race lead position at another time. • Signups ahead of the all school meeting, and then the school meeting can be race teams getting together to cover their jobs. • Point system for the race should be put out before the all school meeting. • Facebook – WCP page, go there like it and an event page. Write posts. • Friendship run page has been created. • Write the facebook page and friendship run on the chalk board. • Technical socks instead of shirt or water bottle. Need to be ordered soon. • Registration is live, it is tiered pricing so sign up soon. 	<p>Jen/Mike</p> <p>Diane</p> <p>Jen/Lars</p> <p>Lars</p>	
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<p>Finance:</p> <ul style="list-style-type: none"> • Ballots for changing the fiscal year will be put out to the sign-in sheet. Will be left out for a week starting next Monday next week. • Account balances (handed to me after the meeting): Ck - \$8130.16, MM - \$13252.02, PBS - \$540, CD - \$4500 • What is the plates money on the front page, it is a payroll thing. • Annual financial review – Almost done, need to finish up by providing the proof that Max and Lisa paid their tuition. • SPSCC fees – Max’s suggestion is to go forward with fundraising. T-shirts and totes, raising tuition, volunteering tuition costs. Draft letter (e-mail) to try and get volunteers to provide donations for tuition costs. • Max to send out the options to handle the fee and the list of preschools and their costs survey to the board. • Paypal will go up on the website for donations • Max to send out an e-mail about dollars for time spent at non-profit. 	<p>Max</p> <p>Max</p> <p>Max</p> <p>Max</p>	
<p>Support:</p> <ul style="list-style-type: none"> • Find a new membership person by open house for next year – Diane. 	<p>Diane</p>	
<p>Compliance:</p> <ul style="list-style-type: none"> • Mail pickup issues were talked about earlier. 		
<p>Membership:</p> <ul style="list-style-type: none"> • March 9th is the open house, March 2nd is the • Summer school dates need to be worked out. • Melissa needs to send out the list of needs • Pot holes in parking lot need filled- Drew 	<p>Melissa Drew</p>	
<p>House:</p> <ul style="list-style-type: none"> • Maple tree had a limb come down cutting power to the building. Microwave, heater and telephone died. Heater is now working fine after service. Most other things worked. Need a new phone. • The building may need some attention at some point. • We might want to consider removing the tree that had issues. • Mike to give Drew the name and number of main City Arborist, Diane to share a name of a company that does tree work. 	<p>Mike/Diane</p>	
<p>Health & Safety:</p> <ul style="list-style-type: none"> • None 		

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<p>Class Leaders:</p> <ul style="list-style-type: none"> • Cindy (Orange) – Parent helpers had some extra clean up help. 		
<p>Secretary/Website:</p> <ul style="list-style-type: none"> • SPSCC data added to the website, any feedback would be helpful. 		
<p>SPSCC:</p> <ul style="list-style-type: none"> • Recess Monkeys, January 26th • Block fest 9 to 10 in the morning on January 26th. • Block fest session after. • March 14th Candyce Lund Bollinger – Developing resilience in children, parenting tools – 6:30 PM. • Concert in February or April • General membership evaluation and teacher feedback surveys will go out next week. • Field trip/teacher in-service February 7th. To Clark College to look at their early learning center. More info: http://bit.ly/ZAKUm7 • Liability insurance bill sent to max, rates are lower. Max reported that this bill was \$350. • College meeting will occur where they will be going over a lock down drill and that will be sent to teachers and health and safety officers and something should go out to the entire school. 		

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<p>Teacher Reports:</p> <ul style="list-style-type: none"> • Caitlin <ul style="list-style-type: none"> ○ Jen to add a note in the Board binder to remind Caitlin to do the stockings. ○ Karen to add the stocking info on the school calendar. ○ Do the banners need to be replaced or fixed? ○ Getting a lot of calls for spots in the preschool. Membership is telling them that the school is full and there is a waitlist. Melissa to change message to say open house is coming. ○ Lars, The kids usually do the “Thank you for your support,” Max to take the photos ○ Put photos on the website, and check with MJ about who we can and can not post photos of. ○ Librarian to visit Orange class and a fire station visit in February ○ Conference was really great. Bev Boz is an inspiration. • Kaylene <ul style="list-style-type: none"> ○ Discovered a new series of books, splat that cat. ○ Been playing with snow (stuffing). 	<p>Jen</p> <p>Karen</p> <p>Drew</p> <p>Melissa</p> <p>Max</p> <p>Mike/MJ</p>	
<p>Next Board Meeting: Monday, February 4th, 2013 at 7:00 PM at WCP</p>		