

## Westside Cooperative Preschool Board Minutes March 4<sup>th</sup>, 2013 at WCP

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

Item	Task	MSA
<p>General:</p> <ul style="list-style-type: none"> <li>• Approve February 2013 minutes</li> <li>• Review tasks for last month               <ul style="list-style-type: none"> <li>○ Class Leaders                   <ul style="list-style-type: none"> <li>▪ Caitlin and Karen can help with child care for the all school meeting, class leaders can include this info in an e-mail to their classes about the all school meeting with reserved wording. Done</li> <li>▪ General membership survey and teacher feedback are still open, class leaders can notify the classes. Done</li> </ul> </li> <li>○ Diane                   <ul style="list-style-type: none"> <li>▪ Check with the person handling grants to see if we can get any help via grants to cover the added college fee. In Progress</li> <li>▪ Find a new membership person to work with Melissa before the open house. Done.</li> <li>▪ Provide info about a company that does tree work to Drew. Done.</li> <li>▪ To make sure that mentor families follow-up with mentee families. Done.</li> </ul> </li> <li>○ Drew                   <ul style="list-style-type: none"> <li>▪ Have phone line checked. Done</li> </ul> </li> <li>○ Lars                   <ul style="list-style-type: none"> <li>▪ Where are bibs coming from? – Alpine Experience they are here per Facebook posting by Max. Done.</li> <li>▪ Radio advertising - 94.5 FM, Max or Lars to provide a blurb to Caitlin. Clear.</li> </ul> </li> <li>○ Max                   <ul style="list-style-type: none"> <li>▪ <b>Draft an e-mail to try and get donations to cover tuition costs. Revisit next month to probably add to the month after</b></li> <li>▪ Max will need to meet with spin-t's sometime this week. Matched the lowest quote from an online business so we are going with a spin-t's. Samples before the race. Done.</li> </ul> </li> </ul> </li> </ul>	<p><b>Max</b></p>	<p>M(Jen)S(Melissa)A</p>

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<ul style="list-style-type: none"> <li>▪ <b>Ask the bank about security of online banking access to the savings account. In progress.</b></li> </ul>	<p><b>Max</b></p>	
<ul style="list-style-type: none"> <li>▪ Start providing the banks statements to the secretary for review. Done.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>Check with the bank about who is a signer from the bank's perspective. In Progress.</b></li> </ul>	<p><b>Max</b></p>	
<ul style="list-style-type: none"> <li>○ Melissa</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Send out list of needs for getting membership paperwork in order for new enrollments. Done</li> </ul>		
<ul style="list-style-type: none"> <li>▪ E-mail Jen about who is going to be the scholarship person. Done</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>Jen bring thank you card to next board meeting give to Linda Spalding</b></li> </ul>	<p><b>Jen</b></p>	
<ul style="list-style-type: none"> <li>▪ E-mail Mike the updated registration forms and rosters – Done.</li> </ul>		
<ul style="list-style-type: none"> <li>○ Mike</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>Update photos on the website after checking with MJ about who did not want photos on the website. Not done.</b></li> </ul>	<p><b>Mike</b></p>	
<ul style="list-style-type: none"> <li>▪ Add updated registration form on the website by the end of next week – Done but way late.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Include account balances in board meeting minutes. – Done.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Secretary to no longer send out rosters to individual classes. Instead either class leaders to send out updated rosters to their classes or secretary to send out updated rosters to parents. All rosters go to all parents so all parents know who handles what job. – Done.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>Mike to add the sponsors on the website with click through – Not done.</b></li> </ul>	<p><b>Mike</b></p>	
<ul style="list-style-type: none"> <li>○ MJ</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>Send E-mail about the flu – Not done.</b></li> </ul>	<p><b>MJ</b></p>	
<ul style="list-style-type: none"> <li>▪ <b>MJ - Make sure you use the list for clean-up</b></li> </ul>	<p><b>MJ</b></p>	
<ul style="list-style-type: none"> <li>▪ <b>Class Leaders – Clean-up list</b></li> </ul>	<p><b>Class leader</b></p>	
<ul style="list-style-type: none"> <li>▪ <b>MJ - string/Velcro for the clean-up list</b></li> </ul>	<p><b>MJ</b></p>	
<ul style="list-style-type: none"> <li>▪ Ask Neil about installation of a GFCI outlet for the fish tank. Done.</li> </ul>		
<ul style="list-style-type: none"> <li>○ Stacy</li> </ul>		

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<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ Stacy to talk to Cindy about following up with parents that do not make the all school meeting. Done.</li> </ul> </li> <li>• Open house – March 9<sup>th</sup>. May have los of open spots.</li> <li>• Friendship run –             <ul style="list-style-type: none"> <li>○ March 11<sup>th</sup>, at 6 PM friendship run team meeting.</li> <li>○ March 15<sup>th</sup> 4PM to whenever - prep party.</li> </ul> </li> <li>• Board Recruitment –             <ul style="list-style-type: none"> <li>○ Heath and Safety – Samantha Dille</li> <li>○ Secretary – Timm’s</li> <li>○ Treasurer – Max</li> <li>○ Diane – Vice President</li> <li>○ Fundraising Chair – New (Lars/Wendy to train and support) – Will probably make it a co-chair and support</li> <li>○ President – Not sure yet.</li> <li>○ Membership – Pastor</li> <li>○ Summer school – Karen Dix</li> <li>○ House Lead – Not sure yet.</li> </ul> </li> </ul>		
<p>Fundraising:</p> <ul style="list-style-type: none"> <li>• ~180 registered runners thus far for the Friendship run. Training group.</li> </ul>		
<p>Finance:</p> <ul style="list-style-type: none"> <li>• Balances for February (not verified by statements yet, waiting on mail) – \$11575.24 Checking, \$13,256.36 Money Market, \$541.04 Savings.</li> <li>• First review of monthly statements occurred, some checks were cashed out of order which is to be expected but there was a gap of 15 checks in one case. The reason, one company held on to a check for a really long time. Also there was a \$1200 check that was for SPSCC. No additional concerns found.</li> <li>• Savings account balance can be screen captured off of online banking and e-mailed since there is no paper statement.</li> </ul>		
<p>Support:</p> <ul style="list-style-type: none"> <li>• Event on May 4<sup>th</sup>, St. Martin’s Pavilion – Called Co-opatopia, info will be passed on to the new membership person. We might want to participate if the rest of the coops do too.</li> </ul>		
<p>Compliance:</p> <ul style="list-style-type: none"> <li>• Another round of checking up on people and seeing who is coming back and how their jobs are going.</li> </ul>		

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<ul style="list-style-type: none"> <li>• How can we get more people to show up for the pre-cleaning for open house? Make it a requirement for all families? Split it with a leak raking party? No decision made at this time.</li> </ul>		
<p>Membership:</p> <ul style="list-style-type: none"> <li>• Very few people showed up for in-house registration.</li> <li>• <b>Melissa will e-mail Mike Summer school registration form.</b></li> <li>• Open house this weekend. <b>Weekend cleanup, Melissa will e-mail this weeks responsible folks remind them to come at a different time to avoid them coming during open house.</b></li> </ul>	<p><b>Melissa</b></p> <p><b>Melissa</b></p>	
<p>House:</p> <ul style="list-style-type: none"> <li>• There is a list of things that did not get done this weekend during in-house registration and work party. There is a week left to complete them.</li> </ul>		
<p>Health &amp; Safety:</p> <ul style="list-style-type: none"> <li>• The aquarium safer, has GFCI plug installed.</li> <li>• Free poison control stickers.</li> </ul>		
<p>Class Leaders:</p> <ul style="list-style-type: none"> <li>• Diane – All Yellow class attended the all school meeting. Lots of kids out sick.</li> <li>• Cindy – Dentist field trip, yoga lady coming end of this month. Really good long class meeting. More field trips coming up.</li> <li>• Stacy – Class meeting was well attended. Going well. Escaping children. <b>Children are pushing through the fence. We need a solution.</b></li> </ul>	<p><b>Drew</b></p>	
<p>Secretary/Website:</p> <ul style="list-style-type: none"> <li>• Blue class registration form? Taken offline.</li> <li>• <b>Melissa to send Mike an updated blue class registration form.</b></li> <li>• <b>Mike to look for Caitlin’s Bio, she sent it. Done. Originally sent to Morena, she forwarded it to me tonight after I asked her about it.</b></li> </ul>	<p><b>Melissa</b></p> <p><b>Mike</b></p>	
<p>SPSCC:</p> <ul style="list-style-type: none"> <li>• Survey Results – <ul style="list-style-type: none"> <li>○ Pretty good results overall.</li> <li>○ Some comments highlight various needs.</li> <li>○ In the coming months we will likely need to make decisions about what to take away from this and what do moving forward.</li> <li>○ Communication from the board down to the classes</li> </ul> </li> </ul>		

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<p>seems to have improved over the last few years.</p> <ul style="list-style-type: none"> <li>○ Push more stuff to the internet faster, to show what the classes are doing, give statuses, etc.</li> <li>• Teacher feedback             <ul style="list-style-type: none"> <li>○ Positive and strong.</li> </ul> </li> <li>• Supply money from the college - \$240 given to the teachers, ordered a light table.</li> </ul>		
<p>Teacher Reports:</p> <ul style="list-style-type: none"> <li>• Caitlin – Mentor family thing does not seem to work very well. Summer school, questions are coming up. Lots of field trips went to the fire station and it rained hard.</li> <li>• Kaylene – Bowling on March 14<sup>th</sup>. Went to the fire station and did not rain hard. WCP parents originally helped to start Lincoln and Hansen Elementary schools.</li> </ul>		
<p><b>Next Board Meeting: Monday, April 8th, 2013 at 7:00 PM at WCP</b></p>		