

Ruth Washburn Cooperative Nursery School Board of Governors
July Meeting

Meeting Minutes: Tuesday, July 21, 2015 7:00 PM

Board Members:

Present: Cate Boddington, Alison Christofferson, Kara Hamby, Kent Freudenberg, Maggie Davis, Emily Evans, David Brummels, Trudi Jackson

Quorum Present? Yes

Absent: Jamie Montoya-Desmidt, Anna Sass, Aubrey Fennewald, David McAdams

Ex Officio:

Jen Filonowich, Director

PROCEEDINGS

- Meeting called to order at 7:10 P.M. by President, Trudi Jackson
- MOTION to approve June minutes by Alison Christofferson. Seconded by Trudi Jackson. With minor changes to be made (spelling of a name), motion carries unanimously.

FINANCE REPORT, Jen Filonowich

- Year-end calculations: \$25,000 in black, \$10,000 planned to go to improvement funds and \$15,000 in process of determination.
- 100 students enrolled at this time.
- 90 days accounts receivable at \$841.46.
- No accounts outstanding for collections.
- Moved Young 5's to morning and at 12 students it is at full capacity, which is good for budget.
- Possible waiting list for an afternoon class.
- Dave is negotiating the renewal of Adrienne Rutledge's contract as the accountant. A slight increase in fees is possible for doing the financial procedure manual.
- Auditor coming July 27, 2015. Anticipate a 2-3 day visit and Jen will touch base with auditor regarding endowment.

COMMITTEE AND LIAISON REPORTS

MAINTENANCE COMMITTEE: Jen Filonowich

- Electrical Panel: Expecting permit 1st week in August, but considering waiting to begin work the following week due to summer school in session.

- Parking Lot: Although funds were approved at last meeting, waiting for estimates on water damage as this may take precedence. Temporarily on hold.
- This July we became aware of water in the basement storage area and immediately took action to have a professional assess our current situation and provide recommendations.
- Jamie met with Marty Deidrich on July 9th for about an hour and a half to assess the situation and receive guidance.
- Jamie compiled a spreadsheet with photos of issues and potential solutions.
- Not all work requires professional assistance, though professional advice and bids will be sought as needed.
- Dave B. will assist Jamie in putting together an ad-hoc maintenance committee to address items that need attention sooner than Maintenance Day.

DIRECTOR'S REPORT, Jen Filonowich COOPERATIVE

- Still looking for Fork and Bottle Chair.
- Working on getting everyone placed into committees.
- Dave B. will be representative from Board for New Parent Orientation in August.

ENROLLMENT

- Program already reviewed (See Finance Report).
- 13 Colorado Preschool Program (CPP) spots were already filled, but a 14th was offered by the state. Issue presents if the Board will approve a 14th spot. MOTION by Kent to accept 14 CPP students for this year only. Motion was seconded by Trudi Jackson. Board put it to vote and motion is passed unanimously.
- Summer School: Has been running successfully, first time having sessions in July so Jen is interested in feedback.

STAFF

- Mary Jean is moving up with her class and Jordan will co-teach alongside her to help with additional paperwork relating to CPP students.

CONTINUING BUSINESS

- Wall: Neighboring property appears to be a rental property for now and there could be an issue with occupancy. Kent will follow up on having city

looking into inspection to see if inhabited. If so, may be more options for action in regards to wall.

- Procurement Policy – Jamie is working on this.

NEW BUSINESS

- Board Retreat scheduled for Sunday, August 30. Location TBD.

Meeting adjourned at 8:16 p.m.