

**Ruth Washburn Cooperative Nursery School Board of Governors  
October Meeting**

Meeting Minutes: Tuesday, October 20, 2015 7:00 PM

*Mission Statement—Ruth Washburn Cooperative Nursery School (RWCNS) is a nonprofit preschool dedicated to educating and nurturing children in an enriching play-based environment and engaging families in a supportive community.*

Board Members:

*Present:* Alison Christofferson, Maggie Davis, Kara Hamby, Emily Evans, Trudi Jackson, Anna Sass, Jamie Montoya-Desmidt, Aubrey Fennewald, Kent Freudenberg, Dave McAdams, Cate Boddington

Quorum Present? Yes

*Absent:* Dave Brummels, Jen Filonowich

*Ex Officio:* Stacy Holmes, Tessa Sutherland

**PROCEEDINGS**

- Meeting called to order at 7:20 PM by President, Trudi Jackson
- Kent **MOTIONED** to approve August minutes, seconded by Anna Sass **MOTION** carried unanimously.
- Jamie **MOTIONED** to approve September minutes, seconded by Alison Christofferson, **MOTION** carried unanimously.

**COMMITTEE AND LIAISON REPORTS**

**FUND DEVELOPMENT**, Alison Christofferson

- Anyone who gave \$100 or more in the past year received the Annual Report in the week leading to Harvest Festival. Good outcome.
- Raised a little over \$4,000 the night of the Legacy Event.
- Appeal letter to be mailed on November 1st.
- Board expressed gratitude toward Jen for all of her hard work and efforts in putting together in all of the October events (Harvest Festival, Coming Home, Minnow's Legacy).
- Board discussed importance of giving on an individual/personal level, which can be helpful for grants and showing solidarity with mission. Board strongly encouraged to do so.

**DIRECTOR'S REPORT**, Trudi Jackson

- Play structure is complete.

**COOPERATIVE**

- 26 attended Minnow's Legacy and initial dollars received the night of was \$4,046.

- Harvest Festival was largely successful.
- Coming Home had less attendance than other events.
- Fork and Bottle - Co-chairs: Dierdre Hall and Eliza Cagle will be meeting with Antlers in November.
- Fundraising Committee is going strong and moving forward with SCRIP Program. Trudi Jackson asked Board if they were aware of the SCRIP program and how it works.

#### **FACILITIES**

- Bid has been obtained to put blinds in west classroom. Kent Freudenberg **MOTIONED** to approve purchase of blinds for the classroom and Dave McAdams seconded. **MOTION** passed unanimously.

#### **PROGRAM**

- Parent Teacher Conversations to occur October 27 and Jen Filonowich is interested in having a board presence.

#### **ACCREDITATION**

- RWCNS received Level Two accreditation and moving forward to become a Level Four organization by the end of the school year. Stacy Holmes has applied for several grants that will help staff and teachers through money and programs to move up through the system. Stacy Holmes reported that a large portion of the work will also include documentation (data uploading regarding staff qualifications, programs in place, and existing policies and procedures).

**Board went into executive session at 8:05 p.m.**

**Board left executive session 8:14 p.m.**

#### **STAFF**

- Dave McAdams **MOTIONED** to approve Stacy Holmes' compensation package to be extended 5 hours a week, beginning on November 1 until the end of the current school year in order to fulfill the intent of the accreditation process through expensing grant money. Emily Evans seconded the **MOTION**. **MOTION** approved unanimously.

#### **COMMITTEE AND LIAISON REPORTS (CONTINUED)**

##### **MAINTENANCE COMMITTEE, Jamie Montoya-Desmidt**

- Jamie Montoya-Desmidt reviewed proposals from Peak Structural and Geoquest and found that some pieces of proposal appeared to be work that the co-op can accomplish.
- Bill Neeves spoke about offering a permit as a donation. Board discussed maintenance work schedule and seemed to agree that it would be disruptive during the school year. It was also discussed that water mitigation and foundation work should be done simultaneously.
- Several board members expressed the need for a professional to organize and head/lead project. Dave McAdams suggested that we ask Bill Neeves as well as others to write a consulting proposal (action item). Board will solicit Boris for a similar proposal. Proposal to include (someone to oversee and coordinate):

Landscaping, water mitigation, and structural foundation repair. The intent of the proposal is to help Board decide whom to hire as a consultant. Need letters/bids by November 10. Jamie Montoya-Desmidt and Dave McAdams to reach out to potential candidates.

#### **FINANCE REPORT, Dave McAdams**

- Aging report over 90 days correction: \$1,256.70
- Operating Reserves: Actual: \$47,039.35
- Cash Reserve: Actual: \$35,000
- Property Improvement: \$79,957
- Year to Date P&L: \$71,539.50
- Board reviewed the preferred format from Adrienne Rutledge. The preferred format is the collapsed version of the Profit and Loss Budget Performance.
- Still working out kinks of Financial Dashboard, regarding when money is coming in and where it is allocated. Dave McAdams suggested Board does pay attention to month but YTD is more important because expenses can be off month to month because of various expenses hitting account at different times.
- Good financial position income and good expenses on target.
- Emily Evans has agreed to take on the role of Assistant Treasurer.

#### **CONTINUING BUSINESS**

##### **APPEAL LETTER, Alison Christofferson**

- Alison to continue to work on this month.

##### **STRATEGIC PLAN, Alison Christofferson**

- Alison to continue to work on this month.

##### **NEIGHBORING PROPERTY, Kara Hamby**

- Kara to continue to submit complaint about neighboring property every 30 days to document requests.

##### **PROCUREMENT POLICIES AND PROCEDURES, Trudi Jackson**

- What has been established thus far is located in the drive placed by Alison Christofferson.
- Discussed what procurement policy should include and acknowledged Jamie Montoya-Desmidt's efforts. Aubrey Fennewald offered to review and edit procurement policy by next meeting.

##### **PARENT HELPING GUIDELINES**

- Kara Hamby is working on Parent Helping Guidelines and projected that we can likely can vote on draft by December.

##### **INSURANCE**

- After Dave McAdams assessment, insurance will be staying the same. Also,

Dave McAdams suggested to Board to be aware we have volunteer accident insurance, so RWCNS can pay copayments in event that it is needed.

**NEW BUSINESS**

- Parent Teacher Conferences Tuesday, October 27
- Next Board meeting November 17.

Meeting adjourned at 9:16 pm. Alison Christofferson **MOTIONED** to adjourn. Trudi Jackson seconded the **MOTION**. **MOTION** passed unanimously.