

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

Meeting Minutes: Tuesday, September 15, 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, Kara Hamby, Emily Evans, Trudi Jackson, Anna Sass, Jamie Montoya-Desmidt, Aubrey Fennewald, Kent Freudenberg, David Brummels

Quorum Present? Yes

*Absent:* Maggie Davis, Dave McAdams

*Ex Officio:* Jen Filonowich, Director

**PROCEEDINGS**

- Meeting called to order at 7:05 PM by President, Trudi Jackson
- Due to Maggie's absence we will postpone approval of August minutes. Updated minutes will be emailed to board members for email approval prior to posting.

**FINANCE REPORT**, Emily Evans

- Funds that were approved at the August meeting have been moved to their appropriate accounts.
- Trudi will be added as a signer to accounts.
- Budget reflects some periodic fluctuations that will even out as school gets underway.
- Payroll differences are reflected by professional development pay that is being paid out at differing times to staff.
- Kent recommended a more concise Profit & Loss report for full board review. Finance committee will experiment with posting two separate reports (one full and one consolidated) on Google Drive for Board review. Board will discuss preferences at October meeting. Jen will upload both reports prior to next meeting.
- 990 have been distributed to the Board.

**COMMITTEE AND LIAISON REPORTS**

**CO-OP LIAISON**, David Brummels

- Families seem happy. One family is concerned about family names, addresses, and phone numbers being listed in the school directory without informed consent.

The 2015-2016 directory will include a disclaimer about the information being solely for co-op use. For 2016-2017, initial enrollment paperwork will include an option for families to opt-out of their information being shared with the community.

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

- GeoQuest (Chuck) presented a letter with suggested repairs and quotes for him to design plans for foundation repairs. Chuck is certified to do inspections in lieu of Pikes Peak Regional Building. Based on the letter from GeoQuest, Boris will soon be giving us an approximate cost for all foundation repairs.
- Peak Structural will be coming to RWCNS on Sept. 22 to provide a bid that includes both plans and a bid for the work.
- Kimber is willing to look at both bids and help us decide which bid to accept.
- Jamie will be installing flashing this weekend for a temporary fix.
- Erika Watts will be doing some Landscape Engineering work to help with water mitigation.

#### **FUND DEVELOPMENT, Alison Christofferson**

- Alison has written a draft of the annual appeal letter. Comments and edits can be sent to Alison. Cost of bids may be included in the letter if we have them in hand prior to the letter being mailed.
- Board members will be personalizing appeal letters at the October meeting. Please come one hour early.
- Jen suggested inviting alumni and past board members to help personalize letters. October meeting will be on October 20 at Ruth Washburn in order to accommodate extra people.
- October 17<sup>th</sup>, Three events on this day: Harvest Festival (community outreach), Coming Home (to reengage alum), and Minnow's Legacy Event (potential donors, 50 people). Staff, school committees, and board members who will be involved will be meeting in the coming weeks.

#### **COMMITTEE ASSIGNMENTS, Trudi Jackson**

- Board members not yet assigned to committees were given committee assignments. Aubrey will serve on the Fund Development Committee. Kent will serve on the Parent Helper Guidelines Committee.

#### **DIRECTOR'S REPORT, Jen Filonowich**

- Safe is installed. Trudi and Kara to set code.
- Play structure will not be ready for installation for this weekend. The design has been trimmed to meet our budget. Maintenance day has been moved to October 10 & 11.

#### **COOPERATIVE**

- Harvest Festival is moving along. See above.

## FACILITIES

- Rotary Club is considering us for a grant for a chicken coop.
- See minutes for more information about foundation issues.

## PROGRAM

### ENROLLMENT

- 100 Students.

### STAFF

- Classes are starting strong.
- Pyramid Plus training has been intensive, but is going well. Mary Jean will be training as a coach for Pyramid Plus at no cost.
- New staff members are fitting in well.
- Staff member (Chris Rosas) is getting married in October. Board would like to contribute to a gift for her. Alison will collect money from the board and purchase a gift.

## CONTINUING BUSINESS

### FACILITY STRUCTURAL ISSUES, Jamie Montoya-Desmidt/Jen Filonowich

- See notes under Maintenance Committee

### NEIGHBORING PROPERTY, Emily Evans

- Retaining wall - city unable to do anything unless there is an emergency. Follow-up with Pikes Peak Regional Building is recommended because the home is presumed to be occupied by renters. PPRB has an online form that we can submit. Jen will get information to Kara to submit an online request every 30-45 days.
- A request for mowing of property to the South of RW has been submitted to the city.

### ALUMNI LETTER, Alison

- Letter is being drafted. Alison will collect edits and finalize.

### STRATEGIC PLAN, Alison

- Edits should be sent to Alison. The Strategic Plan is to be approved at October board meeting.

### PROCUREMENT POLICIES AND PROCEDURES,

- No new progress. In-kind donations of services are being tracked and invoiced.

## NEW BUSINESS

- ANNUAL APPEAL is in progress. The board will be able to offer edits prior to publication. Sarah Chase is working on the document. Hard copies will be sent to some donors and sponsors. All alumni and current families will receive an email copy.
- October 1<sup>st</sup> is the All-Parent Meeting. Board members are to attend and bring a dessert to share. The meeting starts at 5:30 at Bible Hills Mesa Church.
- October 20<sup>th</sup> is the next board meeting. It will be held at Ruth Washburn. Board members are encouraged to come early (6 pm) to personalize annual appeal letters.

Meeting adjourned at 9:01 pm. Dave motioned to adjourn. Cate seconded the motion.