



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

Meeting Minutes: Sunday, August 28, 2016, 12:30 p.m.

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: Kara Hamby, Maggie Davis, Anna Sass, Dave Brummels, Jamie Montoya-deSmidt, Jen Cooper, Kevin Gigiano, Jim Volpe, Jessica Curtis

Ex-Officio: Jen Filonowich, Trudi Jackson

Absent: Cate Boddington, Kent Freudenberg, Emily Evans

Quorum Present? Yes

PROCEEDINGS:

- Meeting called to order at 12:47 p.m. by Kara Hamby
- It was noted that July Minutes were approved via email consensus and going forward Meeting Minutes will be approved prior to meetings unless significant changes to the content need to be made.
- **THREE MOTIONS WERE VOTED ON VIA EMAIL AND PASSED WITH A QUORUM OF VOTES** in the interim between the July and August meetings. They were as follows:
- **MOTION APPROVED:** To approve \$6500 to remove and replace the main floor carpet at Ruth Washburn.
- **MOTION APPROVED:** To approve the addition of \$3970.00 onto the contract from Rocky Mountain High Builders dated 5-3-2016. This includes adding extra concrete to the upper West side stairway (\$1,344), removing and replacing the stairway on the West side (\$650), removing and replacing the remaining half of the deck and railing system (\$1,400), Cut, remove and pour 3' x 17' section on concrete with swale by South door (\$570).
- **MOTION APPROVED:** To approve bid from JB Masters Roofing and Gutter Service in the amount of \$2380.00 to include approximately 210 feet of six-inch aluminum seamless gutter, six single story downspouts, three double story downspouts, tip outs and zip hinges as needed.

FINANCE REPORT, Anna Sass reporting on behalf of Emily Evans

- Financial Dashboard - YTD Income Actual \$34, 916.12
- Operating Reserve Actual \$92,700
- Cash Reserve Account Actual \$35,000

- Property Improvement \$33,256.98
- Program/Personnel Actual \$1800.00
- Endowment Account \$25,001.87
- Aging Report over 90 days \$0

BUDGET

- Dave Brummels **MOVED** to combine Property Improvement and Personnel Improvement accounts (move \$1800 to Property). Anna Sass seconded the **MOTION**. **MOTION** passed unanimously.
- Anna Sass **MOVED** to approve funds up to \$4,000.00 to purchase swing and safety mats for fall zone to replace pirate ship. Jamie Montoya de-Smidt seconded the **MOTION**. **MOTION** approved unanimously.
- Maggie Davis **MOVED** to approve budget with addition of \$1,000 in monthly payments toward the mortgage in this fiscal year. Jen Cooper seconded the **MOTION**. **MOTION** approved unanimously.
- Anna Sass **MOVED** to approve allocations for our retained earnings from fiscal year 2015-2016 (\$62000) as follows: 25% to Property/Program/Improvement Fund \$15,000, 40% to mortgage \$24,000, 10% to Endowment Fund \$6,000 and 25% to teacher/staff bonuses (\$15000) annually moving forward. Jessica Curtis seconded the **MOTION**. **MOTION** approved unanimously.

COMMITTEE AND LIAISON REPORTS

FUND DEVELOPMENT – Jen Filonowich

- Jen Filonowich reported that she met with Linda Chrissey and did a simulation ask. The challenge is that it is a time consuming effort. She shared tools for creating these relationships. Christie Marie Butler, our fundraising professional, has more ideas about developing our fundraising strategies as an unpaid volunteer.

COOP LIASION

- Jen Cooper has attended class coordinator meeting, new parent orientation and handed out cards to parents.

DIRECTOR’S REPORT

COOPERATIVE

- New Parent Orientation and Maintenance Days well attended.
- Ruth Washburn Homecoming Event will be a daytime event on October 7 for people to see kids in actions and then a small luncheon afterwards.
- We will identify people who are willing to sit down to discuss giving.
- Save the date went out in early August.
- Harvest festival will be on October 8.
- Third grade grade reunion scheduled for October 7.

FACILITIES

- Projects will be completed by 8/27.
- Purchased 12” playground barriers with some grant funds to contain mulch around play structures to a depth of at least 8”. Will recruit groups looking to complete service projects.
- Future projects: Need to replace a window in east classroom.

PROGRAM

ENROLLMENT

- Full at 113, one signed up for just explorers. Wee and not so Wee Explorers registration open and Wee explorers halfway full.
- Children’s orientation will be 9/1 and 9/2.

PYRAMID PLUS

- Leadership Team meeting monthly. Working to identify social/emotional curriculum for purchase.

STAFF

- Staff in-service is this week. Staff did 6 hours of online training this summer and new staff did additional 10 hours.
- Wanting to do some wellness activities for staff-yoga class at the school and a new family chiropractor offering free wellness conversations.

OPERATIONS

- Audit preliminary draft is in drive. Great year with \$53,000 in net assets.
- Budget has been updated to reflect double workmen’s comp increase and actual salaries now that staff is in place.
- Anna Sass posed question that perhaps we should look into a new auditor for next year inline with general good business practices.

CONTINUING BUSINESS

FOUNDATION/STRUCTURAL REPAIR – Jamie Montoya de-Smidt

- Marty Fennwald has returned to inspect work.

FINANCE POLICY AND PROCEDURES

- Anna Sass is working with Adrienne our accountant and Jen Filonowich on developing manual.

NEW BUSINESS

- Please send Board biographies to Maggie
- Maggie will update Board of Governors bulletin board
- All-Parent Meeting Board Presentation October 6th, 5:30-8:00 located at RW this year.
- Trudi Jackson and Anna Sass will be writing annual appeal letter and submitting to Jen by October 7th.

- Next meeting is September 20th at 6:30 p.m.

Kara Hamby **MOVED** to adjourn at 1:49 p.m. Maggie Davis seconded the **MOTION**. **MOTION** passed unanimously.