



RUTH WASHBURN COOPERATIVE NURSERY SCHOOL BOARD OF GOVERNORS OCTOBER MEETING

Meeting Minutes: Tuesday, October 18, 2016, 6:30 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, Anna Sass, Dave Brummels, Jen Cooper, Kevin Gigiano, Jim Volpe, Jessica Curtis, Emily Evans, Cate Boddington, Jamie Montoya-de Smidt, Kent Freudenberg

Ex-Officio: Jen Filonowich, Trudi Jackson

Absent: Maggie Davis

Quorum Present? Yes

PROCEEDINGS:

- Meeting called to order at 6:44 p.m. by Kara Hamby.
- It was noted that September Minutes were approved.

FINANCE REPORT, Emily Evans

- Payroll high – due to more teacher expenses at beginning of year, e.g. potlucks, flex time for some employees.
- Most distributions of retained earnings completed (as per Board votes), fund transfers to different accounts, etc.
- Mortgage payments – approx. 40% of retained earnings from 2015-2016. Monthly payments for July, Aug, Sept 2016 (as per agreed payment plan).
- Finance Committee is beginning discussions re financial aid and teacher salaries.

COMMITTEE AND LIAISON REPORTS

MAINTENANCE LIAISON – Jamie Montoya de Smidt

- Playground inspection – Nov 4 (morning)
 - Jen to request specific time
 - Board presence – David or Jamie

FUND DEVELOPMENT – Cate Boddington, Jen Filonowich

- 10 people attended alumni event. Jen did a spectacular job organizing everything including lots of nice details.
- Small number of attendees was good – space for talking. All attendees had been away from school for a long time.

- Cate wrote thank you notes, will ask attendees who they would like to see attend in future years.
- Time of year, time of day – worked well.
- Made it clear that this was not an “ask” event – but have been in touch subsequently to follow up.
- Re-engagement makes a big difference – these events always make a difference in annual giving.

COOPERATION – Jen Cooper

- Thursday, October 20th at 9:00am - “New Parent Refresher”.
 - Casual event, all welcome
 - Expect at least 4-5 families to attend

TECHNOLOGY LIAISON – Kevin Gigiano

- Need to purchase additional router
- Segment network for security
- David and Kevin to brainstorm/work on options

DIRECTOR’S REPORT – Jen Filonowich **COOPERATIVE**

- **Harvest Festival**
 - \$500 donations (bake sale)
 - Very successful day
- **All Parent Meeting**
 - Suggestion of mid year survey to assess how things are going – meeting, class environment, etc.
 - Consider timing – holidays, etc. After conferences but before holidays etc.
 - Kara to assist Jen preparing a short survey
- **Annual Appeal**
 - Final draft of letter ready (any changes to Jen ASAP)
 - Board letters (personalized) due to Jen by Nov 1

PROGRAM

- **Enrollment**
 - Wee Explorers full for next session
- **Explorers**
 - Added extra staff
 - Jen would like to raise rates for next year – need to discuss further.
- **Pyramid Plus**
 - Committee has selected curriculum, will present to staff.
 - Consultant hired for help in a classroom with some social-emotional supports. Will be billed to Pyramid.
- **Staff**
 - Very busy time. For future years, review calendar and make adjustments to spread workload out more evenly.

CONTINUING BUSINESS

FINANCE POLICIES AND PROCEDURES – Anna Sass

- No update

APPEAL LETTER – Trudi Jackson, Jen Filonowich

- Jen C has addition/edit – will discuss with Jen F
- As per above – Board personalized letters must be returned to Jen F by Nov 1

STRATEGIC PLAN – Kara Hamby

- Being reviewed by Finance Committee
- Jen working on some aspects

CREDIT CARD FEES – Jessica Curtis, Jen Filonowich, Kara Hamby

- Have included wording on statements to inform people of credit card fees. After first month, noticed fewer people paying by credit card.

NEW BUSINESS

Nil

Meeting adjourned at 7:45 p.m.