

## Co-op Preschool Board Meeting 4/4/23

In attendance: Brenda, Elissa, Samantha, Josy, Michelle, Yvette, Crystal

Absent: Kate

12:34 meeting start

Previous meeting minutes approved

Director's report- everything is going really well. Numbers added a nice amount compared to when we first started. The train trip went smoothly. We encouraged any parents to attend. The extra help is great. Parents have fun too.

Vice-chair updates- Parent's Night Out-8 people so far signed up. Market the price more to attract more people. This event may be too specific to attract a large amount of people. Think about that for future events. Google Drive- Crystal is working on creating a place where we can all save documents to access for the future. Hope to start using this next year. Rolling calendar- looking to create a rolling calendar for the upcoming year to make event planning and financials easier to plan for and track. Will look into gantt charts.

Financial Advisor- no update.

Treasurer – no update. Still missing tuition payments from a few people.

Secretary – not present.

Fundraising- Cards were very successful \$689.00 profit. We will need to send them a check for \$17.00 for an order that was missed. Everyone has received cards except for 2 people. Venmo went well for this fundraiser. Next week is Noodles & Co fundraiser April 13 (4-8) in Glen Ellyn. Giving DuPage Days: May 1-5. Dairy Queen: May 10.

Housekeeping- Missed the Feb cleaning due to sickness, and March cleaning due to sickness. Hoped to get one in before spring break but it didn't happen. 4/11 is the next cleaning date. May 6 is after that. Potentially offer alternative days of the week in the future. Will ask Tina about her interest in a co-chair position for next year.

Chair- 2023-2024 board positions Amy & Jess are both interested in accepting the money. Amy is an accountant and so she would be a good fit for accepting the money. Yvette is going to ask Jess if she would like to take on the payout roll. Amy may be a fit for the financial advisor role in the future. Possibly ask Tina if she would be interested in a treasurer role if not interested in housekeeping. We plan to invite the future board members to the May meeting to transition roles. No parent program this year. Lilac Parade 5/21/23 @ 1:30- we are having issues submitting the application. But planning to attend as our group. Previously we emailed everyone a form so that parents could sign up to help- even if they weren't going to attend. Looking to set up a committee for the parade. Teacher appreciation week is coming up the first week of May. Last year parents wanted to be included more. Possibly do a quick appreciation video this year including interviewing kids to show during the teacher's appreciation lunch. We could also send this out to parents. Yvette will reach out to see if any parents are interested in helping with this.

1:25 Meeting end

Next meeting May 2<sup>nd</sup>.