



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

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## PARENT BOARD MONTHLY MINUTES

January 9, 2018

### In attendance:

Michelle Bauman, Director	<a href="mailto:director@thecooppreschool.com">director@thecooppreschool.com</a>
Kate Gerlesits, Vice Chair	<a href="mailto:kategerlesits@yahoo.com">kategerlesits@yahoo.com</a>
Samantha Hartmann, Secretary	<a href="mailto:samantha_strahs@hotmail.com">samantha_strahs@hotmail.com</a>
Josy Weyers, Co-Treasurer	<a href="mailto:josyshank@hotmail.com">josyshank@hotmail.com</a>
Teri Wedel, Co-Treasurer	<a href="mailto:twedel@gmail.com">twedel@gmail.com</a>
Teri Hatfield, Co-Financial Advisor	<a href="mailto:samantha_strahs@hotmail.com">samantha_strahs@hotmail.com</a>
Suzanna Kurtz, Co-Financial Advisor	<a href="mailto:ssimons81@gmail.com">ssimons81@gmail.com</a>
Carrie Khoury, Purchasing	<a href="mailto:carrie.khoury@gmail.com">carrie.khoury@gmail.com</a>
Danielle Kay, Purchasing	<a href="mailto:kayfam1112@gmail.com">kayfam1112@gmail.com</a>
Liz Brezinski, Public Relations	<a href="mailto:lzbethmarie@gmail.com">lzbethmarie@gmail.com</a>
Emily Kurowski, Fundraising	<a href="mailto:emilymkurowski@hotmail.com">emilymkurowski@hotmail.com</a>
Kecia Waldschmidt, Fundraising	<a href="mailto:keciagerman@hotmail.com">keciagerman@hotmail.com</a>
Niki Tinnon, Housekeeping	<a href="mailto:nikitinnon@gmail.com">nikitinnon@gmail.com</a>
Denise Dabisch, Housekeeping	<a href="mailto:ddabisch@hotmail.com">ddabisch@hotmail.com</a>
Stephanie Ito, Past Chair	<a href="mailto:purdifo@gmail.com">purdifo@gmail.com</a>

### Absent:

Amanda Fiedler, Chair	<a href="mailto:abfiedler@gmail.com">abfiedler@gmail.com</a>
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Meeting called to order at 12:31 pm

- I. November Board Meeting minutes approved via email. The December meeting was canceled. **Liz will add the minutes to website and post them at school.**
- II. Parents' Forum
  - a. nothing to report
- III. Annual Reports and Tasks Calendar
  - a. Federal Unemployment 940: **we need to print, cut a check, and mail it** since we just reinstated our 501(c)3 status.
  - b. W-2 Federal and Illinois: Suzanna and Teri gave them to **Michelle and she will distribute. Teri will mail them to the people who are no longer with the Co-Op.**
- IV. Treasurer's Report
  - a. YTD Financials: June – Dec 2017 vs Budget. Trending +\$6,000 better than budget. Best area is registration fees. Biggest unfavorable area is "supplies" (which are mostly dollars that we had reinvested into the program).
  - b. Update on tax returns – Federal & State: Josy was in touch with the accountant last week and he just finished the Federal 990. We have until April 2018 to submit. Josy had some changes so we are just waiting to hear back. To file the IL-AG 990 we have to

have our charitable organization (CO) number which we submitted an application for in October. Josy talked to AG's office, but we don't know when we will be issued a CO number. It is now taking longer to process, so we may not receive it for 9+ months. When it is issued, we will receive a letter. We will not be able to file the state tax returns until we get the CO number.

- c. Annual newspaper ad in the Lombardian: **we need to publish our non-discriminatory policy ad.** We will do it right around open enrollment (end of January) to publicize the Co-Op.

- V. Financial Advisor's Report
  - a. nothing to report

- VI. Standing Committee Reports
  - a. Housekeeping: nothing to report
  - b. Purchasing: nothing to report

- VII. Director's Report
  - a. Lots of emails and tours have been scheduled. A few new kids are starting.
  - b. In-house registration format: January 25<sup>th</sup> – **Michelle will need the board to help.** Schedule: 5:45 Board members arrive to help, 6 pm numbers will be handed out, and 6:30 the registration process will begin. Two board members at each table (representing each class) and people can sign up for the class(es) they are interested in. All families registering need to be up-to-date with tuition payments for this year. **Board should email Michelle with our preferences for classes before registration and give her a check (\$105 registration fee).**
  - c. Next year class changes: 1 tiny tots, 2 little learners
  - d. 60<sup>th</sup> Anniversary Party: Friday, April 20<sup>th</sup> 5:30-7:30 it will be a combo fundraiser and community event. We will have food (pizza, juice, water, fruit snacks, pirates booty) that people can purchase if they wish to. **Someone will need to be in charge of getting a screen, creating fliers, shopping for snacks.** We will show a movie (title TBD). **Kate will send Michelle the list of committee members.**

- VIII. Fundraising
  - a. Recent fundraising profits: \$218.70 from wreaths. People said the product was better than last year.
  - b. Plans for the remainder of the school year: we are not doing Fannie May this year. We may do another Funflatables fundraiser in the spring. We have a wine and coloring party scheduled on Thursday March 1<sup>st</sup> at Art Life and a Chipotle eat out. We may also have a parent's night out this spring.
  - c. Mom's Night Out at Denise's: Thursday, January 18<sup>th</sup> from 6-9pm. Denise is supplying all of the food and drinks and will spend \$20'ish for napkins and plates. **Liz or Denise will put it on Facebook as an event and Kecia will email reminders.** Denise will send out another flier to remind people. Denise needs people to RSVP. Denise will get nametags. She will need help at the door when people are paying.

- IX. Old Business
  - a. Debbie needs to take one class to be Director qualified.

- X. New Business
  - a. Website host switch: Carrie is switching us to Wix from GoDaddy. The price is the same per month.



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- b. 2018-2019 Co-Op Board: we are losing 3 people, but we have 2 or 3 people who are interested in joining next year. We may have one less spot on the board than we do now.

Next Board Meeting:  
February 6<sup>th</sup> @ 12:30

Meeting adjourned at 1:09