

Co-Op Parent Board Meeting  
December 6<sup>th</sup>, 2022  
Present - Michelle, Josy, Yvette, Crystal, Brenda, Elissa  
Absent- Kate, Samantha

**Approval of Minutes**

- All agreed on approval of last month's minutes. Kate to post October and November.

**Director's Report**

- All going well
- 4 new students: Pre-k, little learners, and a part-time pm young explorers student.
- Current family/ in-house registration to be on Thursday, January 12<sup>th</sup>.
- Open house for new families to be either February 9<sup>th</sup> or 16<sup>th</sup> (tbd).

**Chair Updates**

- Holiday gifts for teachers-all agreed to do a cash gift collection for the teachers. Chair will be collecting.
- Several board positions will be open for next year. Chair will email current members to get an idea what will be open prior to January registration.
- For now, two treasurer positions open, financial advisor to relieve Josy (needs strong accounting financial background), and either fundraising or Vice Chair depending on what Samantha would like to do.
- Post board openings to social media and will work on recruiting interest at registration.

**Financial Advisor Update**

- Venmo is all set up for future fundraisers.
  - fees - \$.10 plus \$.75/\$30.
  - Doable for some fundraisers
  - Sends right to our bank and will show up on bank reports if Josy posts.

**Treasure Report**

- 10 Families owed for December (most 1 month back).
- Will send blank invoices to put in backpacks.

**Secretary Report**

- Nothing to report.

**Fundraising Report**

- Upcoming Events
  - Today-Portillos December 6<sup>th</sup> 5-8 pm.
  - Infinite Possibilities Candles will take place January 11<sup>th</sup>-25<sup>th</sup>.
  - 9-10 Candles to choose from.

-To be delivered in February.

**Housekeeping update**

-Floor waxing did not take place as expected over break but landlord will complete during summer break when the classrooms can be completely emptied.

-Michelle ordered new sponges and soap for cleanings.

-Just a few families to still respond for sign-up.

**Vice- Chair Update**

-No Update

**Parents Forum**

-No Update

**Questions/Concerns**

**Other Business**

-Executive board met after meeting to go over the 2023-2024 budget report.