



THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

PARENT BOARD MONTHLY MINUTES

December 4, 2018

Present:

Michelle Bauman, Director	director@thecooppreschool.com
Denise Dabisch, Vice Chair	ddabisch@hotmail.com
Josy Weyers, Financial Advisor	josyshank@hotmail.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Kecia Waldschmidt, Fundraising	keciagerman@hotmail.com
Carrie Khoury, Fundraising	carrie.khoury@gmail.com
Teri Hatfield, Purchasing	terisolarz@gmail.com
Niki Tinnon, Housekeeping	nikitinnon@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com

Absent:

Kate Gerlesits, Chair	kategerlesits@yahoo.com
Samantha Hartmann, Secretary	samantha.g.hartmann@gmail.com
Teri Wedel, Co-Treasurer	twedel@gmail.com
Kate Wise, Purchasing	katkwise@yahoo.com
Stephanie Ito, Past Chair	purdito@gmail.com
Liz Brezinski, Public Relations	lzbethmarie@gmail.com

Meeting called to order at 12:34 PM

I. Approval of Minutes

- a. November 2018 minutes were approved via email

II. Parents Forum

- a. Holiday party recap- good turnout, about 50 people came through. Different craft tables were great- Rudolph candy canes (suggest stickers versus glue next time), make your own jiggle bells, cookie decorating, Wishlist table, and Santa!

III. Annual Reports and Tasks Calendar

- a. Fed tax (monthly)- done
- b. Income tax IL (monthly)- done
- c. Publish Non-discriminatory Policy – Due in January @ Liz/PR
- d. Tax ID number to Co-Op families – @Michelle (done/email sent to families 12/5 and paper slips went out in backpacks)
- e. Fed Unemployment (1/31) – done
- f. IL Unemployment (10/31)- done
- g. 990 Form (10/15)- done
- h. AG 990-IL (11/30)- done
- i. IL Sec of State Annual Report (11/30)- done

IV. Treasurer Report

- a. No update

V. Financial Advisor Report

- a. No update

VI. Housekeeping

- a. No update

VII. Purchasing

- a. No update

VIII. Fundraising

- a. KidStuff- suggested that Co-Op NOT do it next year, it's a lot of chancing after misplaced books for the Board volunteers and a lot of extra backpack checking placed on the teachers.
- b. Charleston Wrap- arrived a couple days late, but overall fine (just one disappointed family). Suggested to keep for next year; relatively low maintenance fundraiser and made ~\$1,200 this year!
- c. Funflatables- orders due end of this week.
 - i. Open playdate planned for - Saturday, January 19th @ TBD
- d. Scrip order- due Monday.
- e. Portillo's in Downers Grove – January 10th
- f. Potbelly fundraiser: still waiting on that check.
- g. Butter Braid – new fundraiser suggested via survey. Carrie brought in samples for us to try- chocolate chip cookies and cinnamon butter braid. Delicious! Not cheap, but the prices are fair, and it's a good profit margin for Co-Op. Would be worth it to try for Spring 2019 or next fall/winter.

IX. Director's Report

- a. In-House Registration Schedule - Thursday, January 24th @ 6:00- 7:30 PM
 - i. Board members- email Michelle class requests for 2019-2020 school year
 - ii. Board members- email Michelle let her know if you can help at registration night (Thurs, 1/24 @ 5:30 pm)

X. Old Business

- a. By-Laws – pending Board approval
 - i. Approve via email for Denise

XI. New Business

- a. TBD

Upcoming Events

Tuesday, December 11 – Housekeeping
Thursday, January 10 – Portillo's Fundraiser
Thursday, January 24 – In-House Registration

Next Board Meeting

Tuesday, January 8th @ 12:30 PM

Meeting adjourned at 1:07 PM