



PARENT BOARD MONTHLY MINUTES
Tuesday, January 14, 2020

Present:

Kate Gerlesits, Chair	kategerlesits@yahoo.com
Josy Weyers, Financial Advisor	josyshank@hotmail.com
Niki Tinnon, Secretary	nikitinnon@gmail.com
Michelle Bauman, Director	director@thecooppreschool.com
Amy Thorpe, Vice Chair	amy.elizabeth.thorpe@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com
Teri Hatfield, Purchasing	terisolarz@gmail.com
Liz Brezinski, Fundraising	lzbethmarie@gmail.com
Yvette Pratt	
Crystal Echevarria	

Absent:

Kate Wise, Public Relations	katkwise@yahoo.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Teri Wedel, Co-Treasurer	twedel@gmail.com
Denise Dabisch, Past Chair	ddabisch@hotmail.com

Meeting called to order at 12:35 PM

I. Board Introductions and Position Descriptions

- a. In effort to fill Board positions for next year, we have invited a few people that previously expressed interest. In attendance, Yvette Pratt and Crystal Echevarria.

Position	Current	2020-2021	Role Description and task list	Estimated Monthly Time Commitment
Chair	Kate Gerlesits	Amy Thorpe	Coordinate the monthly Board meetings; draft agenda, set up babysitting, facilitate meeting. Work with Director to coordinate volunteers throughout year.	Monthly Board Meeting Plus ~15 minutes of administrative work.
Vice Chair	Amy Thorpe	OPEN	Shadow Chair throughout the year and gain familiarity to overall Board operations.	Monthly Board Meeting Plus minimal
Financial Advisor	Josy Weyers	Robyn Pike	Manages teacher contracts. Monthly gathers staff timesheets and generates payroll for Co-Treasurer #2- Outgoing Payments.	Monthly Board Meeting Plus+

			Work with Director to create the Annual budget. Reviews school financials monthly. Manages monthly and quarterly tax information.	
Secretary	Niki Tinnon	Liz Brezinski	Take notes at monthly Board meeting and other Executive meetings. Edit and get Board approval, then publish meeting notes to Facebook, The Co-Op Preschool website, and email to the teachers.	Monthly Board Meeting Plus ~30 minutes post meeting work.
Co-Treasurer #1- Incoming Payments	Robyn Pike	OPEN	Handles invoicing and check collection. Most of the set up is done during the summer, then set for the year. Ongoing tracking of invoices vs payments.	Monthly Board Meeting Plus good amount of monthly commitment.
Co-Treasurer #2- Outgoing Payments	Teri Wedel	Teri Wedel	Cuts checks out of Quickbooks. Handles teacher payments, reimbursements, and other invoices.	Monthly Board Meeting Plus+
Fundraising	Liz Brezinski	OPEN	Work with businesses in the community to schedule and advertise for fundraisers. Eat out fundraisers are wonderfully easy to manage.	Monthly Board Meeting Plus, ~1 hour per fundraiser; usually do about 4-6 a school year.
Purchasing	Teri Hatfield	N/A (to be rolled into Director responsibilities)	Purchase snacks for all classes. Pay in advance, then get reimbursed from the school	Monthly Board Meeting Plus ~1 hour monthly
Public Relations	Kate Wise	N/A (to be rolled into Vice Chair responsibilities)		N/A
Housekeeping	Anne Luzeniecki	OPEN	Set up housekeeping dates at the beginning of the year. Set up online volunteer tool. Manage volunteers and run monthly cleaning sessions. Throughout the school year, work with Director to maintain an accurate student list.	Monthly Board Meeting Plus ~1 ½ hours monthly
Past Chair	Denise Dabisch	Kate Gerlesits	Offer guidance regarding overall past Board & Co-Op operations. Set in as needed.	Monthly Board Meeting

- II. Parents Forum**
 - a. Seems to be an uptick in people driving recklessly in the parking lot.
 - i. @ Michelle- to send email reminder about following the arrows in the parking lot and only parking in true marked spots.
 - 1. DONE; included in proper parking lot etiquette in her monthly newsletter that went out in backpacks 1/17/20.
- III. December Meeting Minutes (Niki)**
 - a. Done; December meeting cancelled due to lack of agenda items. Summary Minutes have been posted on website and Facebook page.
- IV. Annual Reports and Tasks Calendar (Kate/Josy)**
 - a. @ Liz to do- publish yearly Non-Discriminatory Policy in local paper
 - b. Monthly Federal Taxes, IL Income Tax – Done (Josy)
 - c. January task- Distribute Tax ID info to Co-Op families – Done (Michelle)
 - d. Fed Unemployment (due 1/31), W2 Fed & IL (due 1/31), IL Unemployment (due 1/31)- Done (Josy)
- V. Upcoming Volunteer Needs (Kate)**
 - a. No current needs
- VI. Bylaws Update (Kate)**
 - a. Kate sent an email prior to meeting with an update to the Bylaws; the changes made reflect changes we are making to eliminate some Board positions. These changes were discussed in detailed and voted on during an Executive Board Meeting (12/3/19).
 - b. Changes:
 - i. Remove Purchasing position- duties to be absorbed by the Director.
 - ii. Remove Public Relations position- tasks to be absorbed by Vice Chair.
 - c. Board members reviewed changes and voted unanimously to approve.
 - d. @Liz – to upload revised Bylaws to the website.
- VII. Directors Report (Michelle)**
 - a. In House Registration (Thurs. 1/23 @ 6 PM)
 - i. Board members to arrive 5 pm to help set up some tables.
 - ii. @Michelle- find/reuse class signs from orientation.
 - iii. @Josy- create pricing cheat sheet for each table. List class prices, but also clear explanation of the registration fee with multiple kiddos.
- VIII. Parents Night Out (Robyn)**
 - a. Scheduled for Thursday, 1/23 @ 7 PM- 10 PM @ Rosemary & Jeans; apps and drinks available for purchase; said they will do separate checks for people.
- IX. Fundraising (Liz)**
 - a. Current total \$2,880.17
 - b. @ Liz to check out- Kids Empire in Villa Park, Paradiso in Lombard, and Fun Flatables in Yorktown.

Upcoming Events

1/23 @ 6 PM: In-House Registration

1/23 @ 7 PM: Parents Night Out

Next Board Meeting

Tuesday, February 4 @ 12:30 PM @ Co-Op

Meeting adjourned at 1:16 PM