



THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

PARENT BOARD MONTHLY MINUTES

November 6, 2018

Present:

Michelle Bauman, Director	director@thecooppreschool.com
Kate Gerlesits, Chair	kategerlesits@yahoo.com
Denise Dabisch, Vice Chair	ddabisch@hotmail.com
Samantha Hartmann, Secretary	samantha.g.hartmann@gmail.com
Josy Weyers, Financial Advisor	josyshank@hotmail.com
Teri Wedel, Co-Treasurer	twedel@gmail.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Kecia Waldschmidt, Fundraising	<u>keciagerman@hotmail.com</u>
Carrie Khoury, Fundraising	carrie.khoury@gmail.com
Kate Wise, Purchasing	katkwise@yahoo.com
Niki Tinnon, Housekeeping	nikitinnon@gmail.com
Liz Brezinski, Public Relations	lzbethmarie@gmail.com

Absent:

Teri Hatfield, Purchasing	terisolarz@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com
Stephanie Ito, Past Chair	purdito@gmail.com

Meeting called to order at 12:35pm

I. Approval of Minutes

- a. October 2018 minutes were approved via email.

II. Parents Forum

- a. nothing at present

III. Annual Reports and Tasks Calendar

- a. Federal taxes, IL Income taxes, IL Unemployment, AG-990 IL – all paid/filed
- b. Michelle sent in the IL Secretary of State Annual Report.

IV. Treasurer Report

- a. no update at this time.

V. Financial Advisor Report

- a. Enrollment at 104 (budget 99) – favorable to budget in revenue
- b. Financials YTD: we are \$9K favorable to budget
 - i. We have extra money from both fundraising and registration (as a result of being above targeted registration and money not budgeted for fundraising)
 - ii. We are favorable to budget in payroll because we have an aide position that is unfilled.

- iii. Income vs budget is \$5K favorable to budget (some due to timing issues. Actual favorability is probably closer to \$2K)
- c. Compliance
 - i. Our CPA filed the Federal 990 for the 2017-2018 school year on our behalf.
 - ii. The AG-990 with due dates of 5/31/17 & 5/31/18 have been filed
 - iii. Josy received notification from the Illinois Attorney General's office that we are now registered as charitable organization.
- d. Breakeven points for Enrichment and Reading Readiness
 - i. Enrichment without an aide: 6 students // with an aide: 9 students
 - ii. Reading Readiness without an aide: 7 students // with an aide: 11 students
 - iii. Current enrollment for Enrichment session 2: 12 (has an aide)
 - iv. Current enrollment for Reading Readiness: 4 (no aide; running below breakeven point. Decision to continue with the class regardless as enrollment varies from session-to-session and year-to-year)
 - v. Josy and Michelle will discuss the \$35 registration fee when building the budget for next year.
- e. Budget
 - i. Josy has a questionnaire for Michelle to fill out about budget needs.
 - ii. Josy will build the budget and present the budget to the Executive Committee in December.
 - iii. After necessary changes are made, Josy will present the budget to the entire Board at the January meeting for a vote.

VI. Housekeeping

- a. no update at this time.

VII. Purchasing

- a. no update at this time.

VIII. Fundraising

- a. Kidstuff sales earned the Co-Op \$362.50. There are 3 books that are unaccounted for. Kecia does not think we will get charged for them if we don't recover them.
- b. Charleston Wrap orders should be delivered before Thanksgiving. We have not yet received an invoice.
- c. We are not selling wreaths this year.
- d. Funflatables discount passes will be sold prior to winter break. Kecia and Carrie will pick one or two days for an informal Co-Op meet up in January/February.
- e. Potbelly fundraiser: amount is still TBD – they typically mail a check.
- f. The Barre Code class: Niki secured 12 free spots in an existing class on Saturday, November 17th from 10:30-11:20. This is not a fundraiser (we are not charging) but an opportunity for Co-Op parents to socialize.
- g. Holiday Party
 - i. December 1st from 10-11am
 - ii. Activities: crafts, cookie decorating, etc.
 - iii. This will be a free event (not a fundraiser)
 - iv. Plan is to ask parents to donate items for the day. If items are not donated, Kecia and Carrie will use money from the Fundraising budget line to purchase things.
 - v. Denise and Kate will facilitate the volunteers who signed up for that committee.
- h. **Michelle** will send Kecia an updated email list.

IX. Director's Report

- a. We had one child enrolled this morning, so we are up to 105.
- b. Father's Day celebration was successful; an estimated 80% of families showed up.



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c. Thanksgiving Meal

- i. Friday, November 16th from 11a-1p
- ii. Both AM and PM classes of the Young Explorers and PreK classes and T/Th PreK are participating.
- iii. Parents have already been notified.
- iv. All of the kids have been asked to bring some kind of food item for the day.
- v. Foods to be offered include: sliced turkey breast (provided by the Co-Op), corn, muffins, string cheese, apple sauce, and candy corn for dessert.
- vi. Michelle arranged for Helen Plum Library to send a librarian to read to the kids.

X. Old Business

a. Board Membership Structure

- i. Denise updated bylaws according to the suggestions that she received.
- ii. The co-chairs for the following positions were eliminated: Fundraising, Purchasing, and Housekeeping.
- iii. Financial Advisor will be one position from this year forward.
- iv. We are hoping to achieve an odd number of Board positions for voting purposes. The Director will have the tie-breaking vote if need be. Board members must be present to vote.
- v. It will now be a requirement to commit to two consecutive years on the Board.
- vi. Kecia would like to remove the language stating that fundraising helps to meet the Co-Op's working budget from the description as we are no longer budgeting for fundraising.
- vii. The benefits to being on the Board are now explicitly stated at the beginning of the bylaws.
- viii. Denise will make changes and send to the Board for review. If additional changes are needed, please reply to Denise promptly so that she can make those changes.
- ix. Voting to approve the bylaws will take place on or before the next board meeting.

b. Fundraising parent survey

- i. 43 of 91 people responded to the survey.
- ii. Most people plan to participate in fundraising and their preferences are dine out, Art Life wine and coloring, and group exercise classes. Everything else hovered around 25-30% of the vote.
- iii. Suggestions for dine out fundraisers included: Portillo's, Buffalo Wild Wings, Bricks, and Panera. It was noted that Panera requires groups to bring in a certain amount of business and if you can't meet their minimum you do not get any money in return.
- iv. Other suggested fundraisers included: bread or pastry braid sale (may consider doing this around Easter?), Nothing Bundt Cakes, Krispy Kreme Donuts, and selling Tea Collection clothing.
- v. There is interest in both community events and parent's/mom's night out.
 1. The preferred day for community events is Saturday morning (80%)

- vi. Suggestion for next year: adopt a tree at Brookfield Zoo and decorate ornaments that we can then go and place on our tree. Discussion regarding potential trees in Lombard or Villa Park was had. **Liz** is going to check on this.

XI. New Business

- a. nothing at present.

Upcoming Events

Friday, November 16 th	Thanksgiving celebration for students during the school day
Saturday, November 17 th	Free class (for the first 12 participants) at the Barre Code – Lombard
Saturday, December 1 st	Co-Op Holiday Party drop-in event

Next Board Meeting

November 4th @ 12:30

Meeting adjourned at 1:21pm