

**Board of Directors Meeting**  
**Tuesday, August 22, 2023 10:00 AM - 11:00 AM**  
**The Co-op Preschool - 220 S. Main Street**

Name	Present?		Present?
<b>Michelle Bauman</b> , Director	Yes	<b>Jessica Fiala</b> , Treasurer, Payroll & AP	Yes
<b>Crystal Echevarria</b> , Chair	Yes	<b>Kelly Soszko</b> , Fundraising	Yes
<b>Samantha Fonseca</b> , Vice Chair	Yes	<b>Kat Graffia</b> , Fundraising	Yes
<b>Kate Wise</b> , Secretary	Yes	<b>Elissa Krown</b> , Housekeeping	Yes
<b>Josy Weyers</b> , Financial Advisor	Absent	<b>Tina Ireland</b> , Housekeeping	Yes
<b>Amy Johnson</b> , Treasurer, Tuition & Receivables	Yes	<b>Lizzie Von Zee</b> , Communications	Absent

**Agenda Topics - Agenda Topics**

Time	Topic (T)	Action/Outcome (OP)	Leader
10:00 - 10:05	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• Check-In - brief introductions</li> </ul>	Nothing to Add.	Crystal
10:05 - 10:20	<b>Orientation Night</b>	On Monday August 28 @ 6pm . Board arrives @ 5:30. Finish by 7:00-7:15. Sept tuition due at time of orientation.	Michelle
10:20 - 10:25	<b>Chair Update: summer events</b> -Aug Fuel & Creme fundraiser -July Splash pad playdate -June Park & Creamery -Google Drive docs	-The events over the summer overall had good turnout , lots of new families came to the events. What to improve on for future summer events ,offer different time slots. For fuel and Creme may not need to bring activities, was helpful to have a banner so co-op families could find the group.  - Google drive, folders linked in meeting agendas.	Crystal

10:25-10:35	<b>Vice Chair Update</b> -Trunk or Treat	Trunk or Treat looking at either Oct 14 or Oct 21 for dates . Both are Saturdays, time would be from 10:00-11:00. Michelle is going to get in touch with the church for a date.  Teacher Car? Pumpkin craft print out with stickers/ or mini pumpkin . Will have signup at orientation for those who either want to donate candy or want to decorate a car to pass out candy.	Samantha
10:35-10:40	<b>Finance/Treasurer</b> -Make checks payable to has changed to: Cooperative Nursery School	-Bank wants checks made payable to Cooperative Nursery School henceforth.  -Parents have been inquiring about automated venmo or automated payments. Venmo has a surcharge, not an option . Best alternative for families who would like automated payments / or want to pay in full. Would be "Bill Pay through their personal banks . Allowing payments to be sent to the co-op each month on the payees behalf.  -Amy will send out an email to parents to remind them to bring September tuition to orientation next monday . - Invoices will be sent out 7 days before payment is due	Amy
10:40-10:50	<b>Fundraising</b> -Direct donation option for dine out fundraisers	-Kelly has been in touch with Charleston wrap, Dairy Queen fundraiser has not been set up yet. -Would like to have a monthly dine-out fundraiser. Alternative for families QR attached so a donation can be made in place .	Kelly
10:50-10:55	<b>Housekeeping</b>	-Setting up Signup Genius for orientation , using QR code to access sign up, Will be also sending an email out to parents for times who missed orientation.  -Similar times as last year. Offering a combination of day/evening times. Saturday may be an option , but it would have to be scheduled after 1pm.	Elissa
10:55-11:00	<b>Check-Out</b>		All