



Shorenorth Co-op Preschool Board of Directors Meeting

September 18, 2018

Present: (13) Jan Burnham, Jena Boone, Jerri McKellar, Lorraine Harpole, Michelle Keetha, Sharief Youssef, Stina Miller, Courtney Moscariello, Jen Belcourt, Ellen Cleary-Penninger, Jenny Bautista, Shama Moktan, Monica Hunter, Charity Johnson

Absent: (3) Carly Lee, Andi Tosch, Lisa Halverson

7:17 PM Call to Order

7:19 Approval of August Board Retreat meeting Minutes (Jen approved, Shariff seconded)

Consensus Process, Board Meeting Ground Rules, Board Contracts

The Chair calls for questions about the Consensus process and a reminder of the Board Ground Rules.

Director's Report

Great lift off to the new year. We have new teachers in Groovers and Baby n Me class. The new members are enthusiastic. The co-op jobs have a slow lift off with learning where supplies/items are located. We had a great orientation!

There is a new Dean at Shoreline Community College: Acting Dean Tim. Next month the Director will present 3 goals for the year for evaluation purposes. Observation of classes for new teachers occur once in fall and once in February. First observation to be done soon by the Parent Education Coordinator for the college. New teachers are evaluated extensively for seven quarters.

The Director gave out thank you/appreciation gifts for some helpers this summer. Connor, a former student, helped with the office reorganization. Adam helped with the purchase of a new laptop, provided training, computer setup, and Wi-Fi troubleshooting. He also will be the new tech person for the co-op. Craig, who is in commercial real estate, assisted with edits for the landlord contract.

The Director gave the co-op calendar to the church for use of facilities for the co-op events.

It was suggested to look around September of the 3rd year of the landlord contract if we are thinking about buying/making a change to the co-op location. Another church across from the YMCA may be interested in building a space for a preschool. Marketing coordinator and Director took a tour of their current facilities.

Treasurer Report

Last year's committee had around \$20,000 for fundraising to cover. We have a difference about \$2-3 thousand which brings fundraising to \$22,637.

- **How to read the Budget lesson**

The Treasure will email budget to board. There are 4 tabs for the budget in excel. There are notes on side for what each item the budget goes for. If there are any questions let the Treasurer know. The final amount for the budget will include new teacher salaries and is not included in the current budget.

- **Approval of 2018/19 Budget**

The approval of draft of budget will be next month.

- **Financial Aid Committee**

Volunteers are needed for the financial aid committee to vote and approve applications. The committee will need 3 volunteers and all the work can done by email. The requesting families are listed anonymously.

- **Jovial fees**

Approval for the Treasurer to add the expense of the credit fee to members that do not pay the "donation" fee to re-coop the cost. The fee can be added to the next month due as a processing fee.

A message about Jovial was sent out in the last newsflash. Payment by check and online bill pay is also still an option.

Jovial reminder to members from Treasure to be communicated by the PCs. Treasure to go over the Jovial fee in October as well.

7:52 Fundraising Report

- **Wreath Kick off**

Now we really have to sell wreaths! Due date for wreath orders is now November 7th. Fundraising had tried pushing date even further to get wreaths the week of thanksgiving. Our order got moved up to the 15th because our order is large and needs to be sent separately from the other retailer's deliveries in the area.

Fundraising adjusted all the item costs so that they now all get the 50% profit for the co-op. Prices were increased because Bacon's Tree Farm has increased some item prices.

- **Carnival prep**

Friendly reminder to have people link to Amazon smile to support Shorenorth. The Amazon Smile information is not on our web page yet.

Reminder that the carnival is a month earlier this year. Procurement team has already started and intends to get donation request notes out by the end of September. Fundraising would like to push receiving new donors this year. If you have some donor ideas, give them to fundraising. Look out for good deals on items during the year to donate to the carnival. Possible reminder near holiday time when items go on sale. Fundraising thinks that announcement should be done after wreathes.

Carnival Fundraising Coordinator is working on the carnival job lists. Give any suggestions of carnival jobs to add and or remove to fundraising. Fundraising will be giving proposal to the Executive Board.

This year at the carnival there will be a merchandise table with the Shorenorth co-op logo on t-shirts. Other merchandise item ideas include: children's t-shirt with skirt attached, co-op logo stickers, and stickers for your car. Give any new item ideas to the Carnival Fundraising Coordinator.

Registrar Report

There is one Groovers class opening. Registrar is currently going down the waitlist. There is an offer currently pending and one more on the waitlist. Registrar learned about how to more effectively contact potential members on the waitlist.

8:12 Marketing

Each board member will need to sign up for 5 locations/venues on the sign-up sheet for Marketing.

8:13 Parent Coordinator / Class Reports

- **Orientation**
- **First Day of Class**

Groovers: Everyone loves the new Groover's teacher, Teacher Missy. Circle time and transition was good. Teacher Missy does all prep and is organized prior to class.

Cleaning up outside at the end of class is important because Groovers is the last class of the day. The co-op job, Playscape Sweeper, cleans up at the end of the week and is done by a Groovers parent.

Some encouragement is needed from other classes for members with English not as a primary language. Communication with members during class is continuing to be an issue. Members may use a phone as a translator during class time. Teacher Missy can help with improving communication. Assistance with ESL can be received from the collage.

Movers: The first week was really busy. There are good new faces this year and it is a really nice group. Movers families are learning the Shorenorth motto of "never do for a child what they can do for themselves".

Toddlers: Orientation was great and most of the parents were present. Parents are getting use to each other. PC has discussed buddy list and drop off because it is new for some. Buddy list is to help with the transition to drop off days. Parent discussion is currently during snack time. Some kids need to see where their parents are. If needed the class schedule can be changed. It took a long time for PC to clean up after snack time. One person could do snack and second could do clean up to help.

Toddler's Field Trip Coordinator has all the field trips lined up for the year. The Toddler's Care Person has done a great job and is going to have meal trains for expecting families.

Explorers: Class went great! Love our class! Lots of old members with a few new people.

Baby n me: Class has gone well. Teacher Erin taught the first class and she is working into her new role. The second class was with Teacher Jan and it was like old times. There are a lot of older babies and two

very new babies so there is a large age difference. Quite a few dads that came and some that regularly attend. Sleep is a great conversation starter.

Communication Update

Send Communications Coordinator any items for the next newsflash by September 25th. Also send any pictures of kids during class time.

8:46 Last Board Sign-Ups

Reminder of sign up sheets from previous board meeting/retreat.

- **School break playdates**

There is a new sign-up sheet for opening and closing for school playdates during the year.

- **Board Buddies**

The Board buddy binder is in the office. There are extra forms in the binder if a board member needs to fill one out. Board is drawing Board Buddies during the meeting.

PAC Report

PAC Representative needs board roster and speaker list for this year. PAC wants to make a list of all the co-op's speaker events for members that want to go to the other co-op's speakers.

PAC had a good meeting earlier in the month. There is a budget training for co-op Treasurers. PAC is still working on deciding on an outreach project. The next PAC Meeting is 3rd Wednesday of next month. Possible Treasurer training for Shorenorth's Assistant Treasure.

8:50 Announcements

- **Fall Fest Oct 6th, Community Event**

Committee planning is great, and the event is all planned. The bagels and 4 types of schmeer (pumpkin pie, honey cinnamon, green onion chive, honey butter) are planned for.

Chair has a donated Whole Foods gift card with some previous use. Board approval to hand off to fall fest committee. Committee will use the gift card for grain free bagels.

- **P.O. Box**

The co-op is keeping the Director's address for this year. Committee decided not to do a UPS mail box or a USPS box. UPS/USPS will not receive packages from other delivery services which makes it difficult for the Carnival procurements of items. Committee is looking into a way to get a physical address at the Church. It was decided this is not to be done for this year. It is recommended to do any address change with an outgoing board people making the address changes instead of the newly appointed. Committee will continue work on the physical address change.

PAC Representative will ask other co-ops what they do for their mail.

- **Calendar items**

Reminder of upcoming Fall Fest community event. The Parent Education night, on October 9th hosts a wonderful speaker, that may be especially relevant to Groovers. Groovers Class members to bring/provide snacks for the meeting.

- **Board Binder Updates – Roster, Emergency Telephone Tree**

The Chair distributes updated Emergency Phone Tree Sheet that include the two new teachers for Board binders. Following the tree: if PCs get messages from teachers activating tree, PCs send out member text messages. If no response to text, then the PC makes a phone call to the member.

Chair will bring new rosters and put in Board member's mailboxes.

Board buddies will be assigned until December and then re-drawn in January. Also, the Chair has a vision of using the current belonging theme with bucket filling for the board. Look forward to that!

Review Decisions/Action Items

Secretary will collaborate all action items for this meeting and items from last meetings are taken care of.

9:07 Adjournment

Action Items:

- ~~Director to provide 3 goals for the year in October~~
- ~~Treasurer to email the budget to the board~~
- ~~Board to ask Treasurer if there are any questions regarding the budget~~
- ~~Approval of the 2018/19 budget for the board meeting in October~~
- ~~Treasure needs 3 volunteers for the Financial Aid Committee~~
- ~~PCs to remind members of Jovial "donation" fee and ask for any questions or clarifications for the Treasurer~~
- ~~Treasurer to readdress Jovial "donation" fee at the October meeting~~
- Members (and Shorenorth supporters) add Shorenorth in the Amazon smile program for co-op fundraising
- ~~Update web page with Amazon Smile information~~
- Give new carnival donor ideas to fundraising
- Fundraising to remind members to acquire carnival donation items when items go on sale around the holidays after wreath fundraiser has been completed
- Any suggestions of carnival jobs to add and or remove give to fundraising
- Give any Shorenorth co-op merchandise item ideas to Carnival fundraising Coordinator/Fundraising
- ~~Vice Chair to send speaker list to PAC Representative~~
- ~~PAC Rep needs current Board roster~~
- ~~Assistant Treasure to contact PAC Representative if interested in Treasurer training~~
- P.O. Box Committee will continue work on the physical address change
- PAC Representative to ask other co-ops what they do for their mail
- ~~Groovers Class members to bring/provide snacks for the October 9th Parent Ed meeting~~
- ~~Chair will bring new rosters and put in Board member's mailboxes~~

- ~~Secretary will collaborate all action items for this meeting~~
- Everyone sell Wreaths!