

New Morning Nursery School
Board of Directors Meeting
Monday, April 9th, 2018

Attendees: April Denton, Meghan Krause, Jenny Zimmerman, Elizabeth Winston, Cherish Orozco, Kate Patterson, Julie Kull, Mary Eileen Raymond, Brenda Benzschawel, Alicia Weich, Ashley Russell, Marita Herket Oakland, Emily Foster

AGENDA

- I. Open Forum
- II. Approval of March Minutes- approved by board.
- III. Director's Report
 - a. Enrollment Update
 - i. Spaces in afternoon 4k and Willow pm. Morning Birch room openings as well.
 - ii. Reminder went out about summer openings.
 - b. Financials
 - i. Lease with Wingra up in June of this year. April met with Treasurer of Wingra. No news yet about leasing terms yet. Budgeted increase of 4.5% for lease.
 - ii. Scholarship committee met and awarded all scholarship money for funding of spots for 5 different children.
 - iii. February financials:
 1. Started making deposits for next years' funds, which will be held until next school year.
 2. There was a distribution from Amazon Smile of \$71.10
 3. Contribution to community chest.
 4. Professional development funds used for education at Whitewater.
 5. Expenses at Yelp, Dropbox
 6. Other miscellaneous- donation to Wingra and 4k Spanish teacher.
- IV. President's Report
 - a. Auction Updates
 - i. A lot of great donations of items, services and donations from businesses.

- ii. The booklet is being prepared with write ups for all items. The final version should be ready this Thursday and distributed by Friday before the auction. An addendum can be created if donations come in after booklet finalized.
 - iii. Jade Lewis and Lindsay Suttin are working on decor and the menu is getting finalized.
 - iv. We will need to prepare the website and facebook page to link businesses. A volunteer would be appreciated who could message businesses on facebook thanking them for donations (Cherish able to do this).
 - v. Volunteers likely needed for the night of the event to help sort out bids and 1-2 people for the wine grab.
 - vi. We will need a sign up genius reminder for clean up at the end of the night, which is usually the hardest spots to fill.
 - vii. April is usually the proxy bidder if people are unable to attend.
- b. 2018-19 Board of Directors (who's staying on, positions to fill)
- i. The positions should be filled by the end of May when transitional board meeting occurs. Please consider the open options and sharing information with people who may be interested.

V. Committee Reports

a. Internal Fundraising

- i. Tea collection raised \$237.04. About the same amount as last year.
- ii. May 1st-18th will be Planet Wise. NM will receive 15% of sales.

b. Social

- i. End-of-year picnic (6/6)
 - 1. Will wait until after the auction to begin informing families and planning more for food and volunteers needed.

c. Personnel

- i. Teacher Appreciation Week – dates and activities
 - 1. May 14th-18th
 - 2. Will have sign-up genius sent out for volunteers. Dairy and tree nut allergies and vegetarian.
 - 3. Thursday, May 17th will be luncheon for teachers only during school day. Will have 1-2 parents set up and clean up for the luncheon.
 - 4. Grab and go breakfast on Monday.

5. Ask families to bring in flowers, notes and cards for teachers.
- d. Marketing
 - i. Nothing new to report.
 - ii. Teasers about auction items emailed to families.
 - e. Treasurer
 - i. Nothing new to report
 - f. Oak Room – 5K Panel recap
 - i. Went well, good turnout (20-25 people). One of the teachers was unexpectedly unable to attend but the other teachers did a great job.
 - g. Birch Room
 - i. Not present
 - h. Willow Room
 - i. Everything going well. Families have been visiting and this going great.
 - i. Volunteer Coordinator
 - i. Auction and end-of-year picnic signups
 - ii. May want to put on flyer for people to label their containers/items. Families bring their own plates, utensils, drinks.
- VI. Other Business
- a. No School, Portfolio Conferences, 5/3-5/4 (Willow & Birch); Oak classes are in session
 - b. Pick date and location for Transitional Board Meeting in late May or early June.
 - i. Meghan will send out an email with potential dates and location.
- VII. Adjournment at 7:53 pm.

Next Meeting: Transitional Board Meeting, date and location TBD, 6:30pm