



Apple Playschools Board Meeting Minutes

Date & Time: 02.21.22 (5:45p - 7:30p) | Location: Zoom

Attendance: Etta Heisler, Ricky LaFosse, Katie Pieper, Patricia Alvarez de Fallon, Jeff Wilkerson.

Time (EST)	Topic	Who	Key Discussion Points	Decision to be made	Follow-up needed	Assigned	Deadline
5:45	Good News	Everyone					
5:55	Board Report	Etta	<p>Discussed 2023 financials and the February Board Report and financial information. Updates included: New hire of Camp Director, and a Development and Communications Manager.</p> <p>Working on repayment plan with families owing 2022 tuition; Will start collecting for extended hours at Green Apple in March; Food expenses running higher than anticipated, likely due to new year restock; Spent less than budgeted for facilities in 2022, due to catching up on maintenance and safety/security projects required in recent years; Systemizing maintenance and having streamlined seasonal maintenance plans, as including on Strategic Plan; Reported positive cash flow projection until end of year.</p>				
6:20	YTLM Financials	Etta/Jeff					
	Project Updates:						
6:30	<ul style="list-style-type: none"> Bylaws 	Patricia	<p>With several board members not present, it was determined that discussion of the issues could continue, and a vote could happen over electronic mail or during a subsequent meeting.</p> <p>Board members reviewed the suggested edits to, and questions about the</p>		<p>Patricia will make final format updates and send it to the board for approval by electronic mail vote</p> <p>Ricky will confirm whether Michigan</p>		

			updated bylaws draft, including updates to language about: voting plan and workarounds if family representatives become temporary majority; term limits; removal of board officers; notice for special meetings; officer-related bylaw language; committee-related bylaw language; and inclusion of committee volunteers who do not serve as board officers on list of people covered by indemnification in bylaws.		state law prohibits AP from identifying volunteers in indemnification clause, due to limited liability Board vote on revised bylaws		
	Committee Updates:						
6:40	<ul style="list-style-type: none"> Board Recruitment 	Patricia	Review prospects list / add any others.		Board Recruitment Email Template - Review Strategy and Revise the Email		
6:55	<ul style="list-style-type: none"> Site Expansion 	Jeff	<p>Discussion of status of site expansion, included: Report from meeting with church board about sharing of costs for renovations; concerns about possible additional expenses if renovations reveal work not previously contemplated or budgeted. A general inspection, costing less than \$1,000 will be done to identify any potential issues that could arise. Etta stated she expects AP will have to cover expenses for updates to the outdoor space, but expansion grant funds can be requested for it.</p> <p>Next steps include beginning foundation work on 503 Miller immediately due to it being a high impact area and contractors being in high demand In the meantime, A2 Collaborative is designing layouts for the outdoor area; An attorney is reviewing a draft MOU. Once MOU is finalized, staff will have to come up with plan to roll out communication on expanded site;</p>		Board will receive an email with the proposed MOU following attorney review, and will be put to a vote by board members		

			<p>AP-owned building at the AP Lower School has not been reviewed by possible contractors yet.</p> <p>Working on plans to maximize the space at 503 Miller for up to 3 classrooms, trainings, possible half-day preschool programming, and/or rented art studio; Staff want to stop using the basement at 511 Miller as a full day permanent classroom and instead use it as office space for permanent staff and teachers at the Upper School.</p>				