



Apple Playschools Board Meeting Minutes - Need Approved

Date & Time: 07.18.2023 (5:45p - 7:30p) | Location: Zoom

Attendance: Etta Heisler, Lilly Connett, Ricky LaFosse, Sam Larson, Katie Pieper, Jeff Wilkerson, Brittnai Murillo

Time (EST)	Topic	Who	Key Discussion Points	Decision to be made	Follow-up needed	Assigned	Deadline
	Good News	Everyone					
	Vote to approve June minutes	Everyone		<u>Board voted to approve June minutes - approved unanimously</u>			
	Board Report	Etta	Etta shared updates on staff transitions: Two new hires at Manzanitas; GA Upper Program Director has resigned effective immediately, families will be notified this week, job will be posted ASAP. Camp is halfway through the summer.				
	YTLM Financials	Etta/Jeff	Actual cash versus proposed cash is significantly higher in approved 2023 budget, and ahead in net revenue. Large outstanding balances in Receivables related to 3 families paying tuition. Less expected grant funds, but have grant requests still out for determination.		Sam working on updated version of cash flow projection, including expansion numbers.		
	Committee Updates:						
	<ul style="list-style-type: none"> Site Expansion 	Jeff	Site expansion is moving along: Two remaining questions down to egress / ingress and fire				

			<p>suppression. Reported that we do not have to fire suppress the whole building</p> <p>Etta met with the church, and they remain encouraging; Due to flood plain, can not add anything external to the bottom floor; In process of determining whether bottom floor is considered a first floor or a basement. Flood rules prohibit adding additional entries / any external additions to the lowest level, which impacts classroom classifications. Etta and Jeff making progress and showed board members the current plans.</p> <p>Etta, Jeff and Sam and Jeff meeting with a different architect about the proposal for 3 of the renovation projects.</p> <p>Facilities fund has approved APS to submit a grant request in the future if funds remain available after processing current grants.</p>				
	<ul style="list-style-type: none"> Board Recruitment Updates 	Patricia	<p>Patricia (Board President) to step down at the end of August 2023.</p> <p>Two people have been interviewed to join the board, and Etta will be following up with their contacts.</p> <p>Etta meeting with contact from Women of Good</p>		<p>Board Recruitment Email Template - Review Strategy and Revise the Email</p> <p>Review prospects list / add any others online</p>		
	<ul style="list-style-type: none"> Mud Day 	Brittnai &	Raised nearly \$15k, up a little				

		Katie	<p>from last year; goal was \$20k and seeking grants to make up difference.</p> <p>Attendance was over 250 people, up 180 people over last year. Tickets in 2023 were \$5 rather than \$10 in 2022.</p> <p>Expanded raffle brought in approximately \$500, will begin requesting raffle donations earlier in the year; and seek more sponsorships next year.</p>				
	Capital Fundraising Project	Brittnai	<p>Brittnai administered activities to expand information about donor trends and brainstorm cohorts for individual engagement. Identified alumni families as those who we could benefit the most from additional engagement. Discussed strategies to pull people closer to the center of APS engagement.</p>		<p>Brittnai assigned:</p> <p>Board Member testimonials, return postcards, writing “your why” or connection to this work. Write responses to the prompt that will be mailed.</p> <p>Each person fill in at least three contacts on form online who could be solicited for the capital campaign.</p> <p>Article quoting Etta is available at: https://www.secondwavemedia.com/concentrate/features/child-care0688.aspx</p>		
	Board Lead DEI Training Notes	Patricia			<p>Patricia will share DEI training notes, has completed two of four trainings.</p>		
	Project Updates:						
	<ul style="list-style-type: none"> Employee Handbook (still under construction) 	Patricia	<p>Progress can be viewed in board materials on Google Drive.</p>				
	<ul style="list-style-type: none"> Executive Director 	Patricia					

	Evaluation						
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