



Apple Playschools Board Meeting Minutes

Date & Time: 08.15.2023 (5:45p - 7:30p) | Location: Zoom

Attendance: Etta Heisler, Lilly Connett, Ricky LaFosse, Sam Larson, Katie Piper, Jeff Wilkerson, Brittnai Murillo, Patricia Alvarez de Fallon, Nick Baldus, Leah Jones.

Time (EST)	Topic	Who	Key Discussion Points	Decision made	Follow-up needed	Assigned	Deadline
5:50	Good News	Everyone	Welcomed and heard introduction from new board members Leah and Nick.				
6:00	Vote to approve July minutes	Everyone		<u>Voted and unanimously approved July board meeting minutes</u>			
6:05	Board Report	Etta	<p>Reviewed staffing changes and needs.</p> <p>Shared data about each school enrollment for 2023-2024 versus capacity.</p> <p>Following previous denials, 2664 Miller Road is now officially tax exempt for property tax.</p> <p>Development Updates: Received \$20k grant from Washtenaw United Way from 2024 Opportunity Fund for professional development. First time funded by the organization. Could support 10-15 teachers to get their CDA certification. Will assist APS in getting training materials revised and translated into Spanish.</p> <p>Reviewing current grant opportunities and sending out grant requests in the next couple of weeks.</p>		<p>Etta will continue to attempt to contact the landlord regarding lapsed Manzanitas lease, continuing payments as if the lease is extended.</p> <p>Attend September event with United Way.</p>		
6:20	YTLM Financials	Etta	Shortfalls in fundraising explains difference in budget actuals (Mud Day and anticipated grant funds); August is tight due to three payrolls, though staff departures decrease		Etta and Britnai will work on capital fundraising plan for the next board meeting.		

			expenses. APS will be 10 in 2024, providing opportunity for fundraising ask.				
	Committee Updates:						
6:30	<ul style="list-style-type: none"> Site Expansion 	Jeff	<p>Reviewed recent updates and contractor assessments, adding \$12.5k to original bid to account for additional work identified</p> <p>Requesting variance for 503 Miller to support space for three classrooms. Waiting to determine egresses that will be required.</p> <p>Permit Application - Updated Structural Drawings and Seal are Completed Final Pre-Inspection of Structural Wall Now Completed/ Removal of Plywood on covered wall - examination of foundational chimney.</p>		Share updated proposal with the board, and expect more updates for next board meeting.		
6:45	<ul style="list-style-type: none"> Board Recruitment Updates 	Patricia Ricky	<p>Onboarding new members (Leah/Nick). GA family reps.</p> <p>Updated APS Board Member Handbook is completed and available in board materials.</p> <p>Ricky and Lilly sent out email about recruiting new Green Apple Playschool family representatives for the board; Received an email applying for the board from a parent.</p>		<p>Patricia, Brittany, and Etta will connect with Nick and Leah to arrange onboarding meetings.</p> <p>Resend email from Ricky and Lilly personal accounts and follow up with people expressing interest in board involvement in response.</p> <p>Explore ways to get camp families involved in board leadership.</p>		
7:05	Capital Fundraising Project	Brittnai	Several postcards are in the process of being mailed.		Insert contacts into "Capital Campaign Brainstorm" list in board materials.		
7:15	Board Lead DEI Training Notes	Patricia	Shared summarized information about DEI cause strategy partners from BoardLead, available in board materials.				
		Etta	Closing gratitude for Patricia's service as Board President from each board member.				

			Jeff will temporarily serve as Board President and Treasurer, with nominations to come.	<u>Voted and unanimously approved Jeff Wilkerson to serve as APS Board President</u>			