



Apple Playschools Board Meeting Minutes

Date & Time: 2.20.24 (5:45p - 7:30p) | Location: Westgate Library Branch, Zoom

In Person Attendance: Jeff Wilkerson, Katie Pieper, Sam Kachuck, Gina Maksimchuk, Etta Heisler (Staff) Remote: Kelley Stearns, Brittnai Murillo (Staff) Absent: Nick Baldus and Leah Jones

Time (EST)	Topic	Who	Key Discussion Points	Decision to be made	Follow-up needed	Assigned	Deadline
5:45	Welcome and Good News	All					
5:50	Approval of Last Month Minutes			<u>Motion to vote and unanimous approval of January board meeting minutes.</u>			
5:55	Operation Report Headlines -Operations (Etta) -Finance (Sam) -Development (Brittnai) -Fundraising Committee (Gina) -Culture and Community (Katie) -Family Representative Committee		<p>Etta reviewed the board report with information regarding program updates; facilities/maintenance updates; staffing/hiring; and enrollment.</p> <p>Discussed admin rationale for keeping current enrollment minimum policy.</p> <p>Brittnai confirmed the amount and timing around IFF funds; Reported no pending grants, waiting for outcome of foundation decision.</p> <p>Gina working on contact with Art Fair person for a tent at a pre-event.</p> <p>Family Representatives are interested in follow up with families prior to 2024-2025 enrollment opening in March. Etta reported that the foundation wants to wait to announce the funding until the promissory note is signed which is waiting for the expansion project milestones.</p>	<p>Coordinate with family reps to schedule "office hours" following the March 5th "expansion meeting" - meet 2nd week of March.</p> <p>Etta and Sam work in dissecting data about the expansion monies and how it supports every school.</p> <p>Sam and board can figure out way to communicate the budgeted reserve monies and how the spending is prioritized with families in advance of committing to the next school year enrollment.</p> <p>Etta promoted upcoming advocacy opportunities for staff, families, and board members.</p>			

6:10	Expansion Project Updates and Timeline (Jeff & Etta) -Development and Planning Updates (Jeff) -Permitting Next Steps (Etta) -Investment Next Steps (Etta)			Approval of additional survey and plan development costs from Midwestern Consulting Approval ADG Updated Proposal Motion to approve and unanimously voted in favor for extra \$7,500 for midwestern costs			
6:30	Budget Discussion (Etta & Jeff)		<p>Jeff provided an overview of the budget, with a report that cash flow is set to give a large buffer in addition to the determined reserve monies.</p> <p>Etta reported that even without the IFF loans, the budget allows for funding through the current contract year. She reviewed specific budget line items, including:</p> <ul style="list-style-type: none"> • Finding new cleaning companies with potential savings of \$10-15k/year; create standard practice of getting new quotes every year. • Scholarship allocations • Increasing tuition by 5% <p>Noted that the proposed budget includes changing the timing of payroll in order to create consistency with monthly budgeting, starting in June.</p>			Approval of FY24 Budget assuming expansion.	Etta requested each board member read the <i>Fundraising Habits of Supremely Successful Boards</i> before the March board meeting.
7:15	Executive Session		ED Performance Review	Board needs to follow up with Lilly regarding ED performance review.			
7:30	Adjourn						

Save the date for:

- Apple Playschools 10th Birthday Party - Saturday, April 13

- Mud Day - Saturday, June 22