



Progressive Early Education for Social Change

Apple Playschools Board Meeting Notes

Date	April 9, 2018
Location	Comerica Bank
Time	5:30-7:30 pm
Board Attendance	Kate VanHorn, Amanda Massey, Ashley Waddell Tingstad, Dianne Curry, Pete Blank
Staff/Public Attendance	Nuola Akinde, Gloria Jones, Jessica Carter, Amanda Lodge, Sonja Knighton, Amelia Esenstad (Board Fellow)

1. Official Call to Order - 5:30 pm
2. Introductions (staff and board members)
 - a. Roll Call
3. Meeting Chair - Kate VanHorn
4. Review of Agenda
 - a. Development Update
 - b. Treasurer's Report
 - c. ED Board Report
 - d. Board Update: Old Business, New Business
 - e. Public Comment
 - f. Executive Session
5. Development Update - Gloria
 - a. Review of 2018 development focus areas
 - i. See full AP Development Plan for all 2018 strategies
 - ii. Corporate sponsorship packets
 - iii. Sustaining and growing individual donor base
 - b. Last meeting at New Center upcoming on 4/16
 - c. 2018 need to leverage Board to engage donors
 - i. Board to help create a "culture of philanthropy"
 - d. **Action Item:** Formation of Parent Fundraising Committee
 - i. Send out call for parent fundraising committee in upcoming PD weekly emails and AP monthly newsletters
 - ii. Interested parents to email Gloria directly
 - iii. Appointed board member to be liaison to committee
 - e. **Action Item:** Send edits of Development Plan/Sponsorship Packets to Gloria by Monday morning (4/16)
6. Minutes Protocol:



Progressive Early Education for Social Change

- a. **Board Vote** to Approve February and March Minutes and publish
 - i. Motion to vote, seconded, motion passed
 - b. **Action Item:** COO to review, and share, existing best practices of board minute distribution
7. Treasurer's Report
- a. New format for Treasurer's Report - see report for full detail
 - b. On track for all key metrics given in report
 - i. Key Metrics: Earned Revenue, Unearned Revenue, Total Wages, Total Expenses, Net Profit
 - ii. Recent licensing expenses have weighted equipment expense for current YTD, but will even out over the year.
 - c. Working with CFO to categorize site-by-site budget
8. ED Report
- a. Enrollment numbers are all on track
9. Board Update
- a. Board Recruiting:
 - i. Intentional efforts on skill/experience and DEI considerations
 1. Skill considerations/needs: ECE management, NFP board experience, legal, business management
 2. DEI considerations: LGBTQ, African-American, Spanish speaking, male identifying
 - ii. Conflict of interest concerns: need to balance experience and community/AP connection
 - iii. Explore options for alumni parents, former board members
 - iv. **Action Item:** Create a strategic process for board recruiting:
 1. Nomination Process
 2. Share out to staff and newsletter upon completion
 - b. Board Fellow Project – DEI in ECE
 - i. Review of DEI tools and best practices in ECE and incorporation into daily operations and strategic plan (VTO)
10. Board Update - New Business
- a. 2019 Budget and budget process
 - i. Need to organize and formalize budget process for June approval
 - ii. Draft budget needs: Payroll/Earned Income enrollment percentage based on historical trends
 - iii. Process Overview: Admin Draft Budget → Board Review/Comments → Board and Finance Committee Review → Admin Adjustments/Edit → Final Budget Board Approval
 - iv. Rethink Open Books management to better suit the needs of AP including:
 1. Financial confidentiality



Progressive Early Education for Social Change

2. Financial literacy and sharing for appropriate staff (*admin*)

- v. **Action Item:** Develop quarterly financial newsletter to share budget/financial information with all staff

- b. Develop protocols and expectations for Board Committee participation

11. Meeting Adjourned - 7:35 pm

Agenda Item	Time	Speaker	Action Required
I. Call to Order, Attendance, Consent Agenda II. Introductions and Welcomes!	5:30	President	
II. Gloria to Present on Strategic Development Plan!	5:40-6:00	gloria	Listen, ask questions
III Treasurer's Report and Finance Committee updates V. Executive Director Report Q & A	6:00-6:15	ED	
IV. Old Business: (ED report) <ul style="list-style-type: none"> ● Board member matrix/recruiting ● Nominating Procedure? (maybe for Exec Session) 	6:15-6:20	All, report out	Ask question, Listen, Sign Up, Report
IV. New Business <ul style="list-style-type: none"> ● Board Evaluation ● Fundraising committee, corporate partners 	6:20-6:30		
IIIV. Public Comment	6:30-6:40		
VII. Appreciations, Adjourn Public, begin Executive Session	6:40-6:45	President	Appreciate
VIII. Executive Session	6:45-7:15	Board	