



## Apple Playschools Board Meeting Minutes

<b>Date</b>	January 19, 2021
<b>Location</b>	Zoom
<b>Board Attendance</b>	Mike Allerding, Lilly Connett, Patricia Alvarez de Fallon, Amanda Bloomfield, Ricky LaFosse, Whitney Tarver
<b>Staff/Public Attendance</b>	Etta Heisler
<b>Meeting Chair</b>	Etta Heisler
<b>Time</b>	5:45pm – 7:40pm

### **Agenda Items:**

- 1. Opening Practice (5 Minutes)**
- 2. Approve December Meeting Minutes (5 Minutes)**
  - a. Board vote to approve December 2020 minutes - unanimously approved
- 3. Enrollment & Operations Updates (10 minutes)**
  - a. Now fully staffed at upper school
  - b. Enrollment is nearly on track. We are about \$2,000 below on budget projections.
  - c. Upper School is fully enrolled per COVID allowance
  - d. Licensing updates - verbal confirmation that all paperwork is in; Etta putting together a plan for camp programming in expanded capacity
  - e. Survive and Thrive concluded with over \$100,000 raised
  - f. Estimate of early-to-mid February for vaccines for staff
- 4. Financial Report (10 Minutes)**
  - a. Updates from Treasurer
    - i. We are doing better than budgeted this month due in large part to state aid
  - b. Reviewed FY21 Cashflow Projections

## 5. Identified Issues for Discussion (60 Minutes)

- a. Fundraising updates provided
- b. PPP “Second Draw” application discussed
  - i. Board vote to authorize Etta to submit application for \$199,463 - unanimously approved
- c. QSEHRA Benefits for FY21 and Next Steps
  - i. Discussed working with legal counsel to remedy potential QSEHRA noncompliance and improve documentation process going forward
- d. Discussed next steps with audit/internal controls
  - i. Board vote for approval to move forward with audit firm for financial review and internal controls study up to \$7,750 vote and to authorize Etta to choose firm - unanimously approved
- e. Discussed new consultation report and next steps re: board involvement with new Catchafire projects (e.g., board recruitment, fundraising)
  - i. Set intention to identify projects/wish list by February meeting
- f. Discussed possible dates for donor thank you programing and community meetings
  - i. Hold donor thank you event by first week of February, date TBD
  - ii. Hold community meeting by first week of March, date TBD