



Progressive Early Education for Social Change

## Apple Playschools Board Meeting Minutes

<b>Date</b>	<b>January 8, 2018</b>
<b>Location</b>	<b>Hooper Hathaway</b>
<b>Time</b>	<b>5:30-7:30 pm</b>
<b>Board Attendance</b>	<b>Kate VanHorn, Amanda Massey, Ashley Waddell Tingstad, Pete Blank, Dianne Curry,</b>
<b>Staff Attendance</b>	<b>Jessica Carter, Chelsea Froning, Nuola Akinde, Sonja Knighton, Amelia Esenstad (Board Fellow)</b>

1. Official Call to Order - 5:35 pm
2. Introductions (staff and board members)
  - a. Roll Call - all Board present
3. Meeting Chair - Kate VanHorn
4. Review of Agenda
  - a. ED Financial/Board Report
  - b. Majority of the meeting will be allocated to the budget discussion
5. ED Report - see January ED report for full details
  - a. Cancelled before care at AALC (only after care now)
  - b. Real Estate
    - i. Discussed lease renewal and repair needs
  - c. Development
    - i. Annual Appeal and Giving Tuesday update
    - ii. Community Investment Grant needs updated deliverable for March
  - d. Strategic Planning
    - i. Need to schedule strategic planning retreat
  - e. Board invited to attend upcoming Staff In-service day (January 15) from 12:40 - 1:40 pm
6. 2017 Financial Report (ED) - Review of P&L Dec. 16-Dec. 17
7. Finance Discussion (2018 Budget)
  - a. Report out from Finance Committee meeting
    - i. Focus on earned revenue from services
  - b. Continued review of both revenues and expenses in draft budget for 2018
  - c. Board, Finance Committee, CEO, and COO to continue work on financial modeling for 2018 budget
    - i. Need for multi-year budget projections (2018-2020) to ensure long term financial responsibility



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8. Board Action Items:
  - a. Reconvene Finance Committee for support in budget financial modeling
  - b. Set up Treasurer with editing ability to Budget spreadsheet
  - c. Communication plan for CEO vacation
  - d. Schedule check-in Board phone call for next week (1/15/18)
9. **Board Vote** to enter executive session for Board members only
  - a. Motion to vote, seconded, motion passed

**Executive Session**

*Entered executive session at 7:30 pm and ended at 7:45 pm*

10. **Board Votes** for the following:
  - a. Brief discussion re COO job description stating position reports directly to Board. Board wants proposal and more information before approving change to governance structure.
  - b. Motion requesting approval for COO to report directly to Board
    - i. Motion to vote, seconded, motion failed to pass
  - c. Motion that all AP financial decisions need CEO approval first, with Board oversight, to ensure financial integrity during budget process
    - i. Motion to vote, seconded, motion passed
  - d. Reporting mechanism for CEO vacation coverage to entail weekly email updates to the Board from COO and GA/Manzanitas PDs.
    - i. Motion to vote, seconded, motion passed
11. Meeting Adjourned - 7:50 pm