



Progressive Early Education for Social Change

## Apple Playschools Board Meeting Notes

<b>Date</b>	<b>May 14, 2018</b>
<b>Location</b>	<b>Comerica Ann Arbor Branch</b>
<b>Time</b>	<b>5:30-7:30 pm</b>
<b>Board Attendance</b>	<b>Amanda Massey, Dianne Curry, Ashley Waddell Tingstad, Kate VanHorn</b>
<b>Staff/Public Attendance</b>	<b>Jessica Carter, Nuola Akinde</b>

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. Treasurer's Report
  - b. ED Board Report
    - i. Budget Project Update
  - c. Development Update
  - d. Board Update: Old Business, New Business
5. Treasurer's Report
  - a. training scheduled next month 6/8 with Debra and Maria and Amanda showing how to download all numbers and put in spreadsheet, prepopulate numbers monthly for treasurer's report (will be automated from June on)
6. ED Board Report
  - a. Budget Project - Jessica managing. Every week PDs meet to go over one line item of the budget, doing a GANNT chart. By June 30 will have budget complete to send to treasurer/board. Process going smoothly.
  - b. Upcoming financial decisions:
    - i. IT needs
      1. For Genevieve recruiting for several positions - onboarding requires new people to do several things online.
      2. Will need laptops at each site; chromebooks are a line item in the budget for replacement every two years, will look into getting a discount.
      3. Need IT policy (NEW Center offers IT services to non-profits)
      4. U of M property dispo, could buy used computers



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5. Additional laptop/desktop for Lower and Upper schools
  6. Look at chrome boxes for Manzanitas (has monitors)
  7. Best practices for non-profit community?
7. Development update:
- a. Donors for Fiesta:
    - i. 2 \$500 level donors for Fiesta
    - ii. 2 \$250 level
    - iii. 1 \$100 level
    - iv. 2 in-kind
  - b. Fundraising Committee - request is going out for parents to volunteer
    - i. Personal ask for committee members
8. Board Update
- a. Old Business - Board Recruitment
    - i. Approved process for recruitment
    - ii. What does commitment look like FAQ - action item
    - iii. Board members will email at least 2 people after FAQ complete
  - b. New Business - Check-in re Board Meeting Protocol (in flux this year)
    - i. Called Sonja Knighton in for this discussion
    - ii. Discussion of more purposeful staff/board interaction, presentations
    - iii. Discussion about setting up a schedule where staff and families know which board meetings to come to; these board meetings will have childcare provided and be in a family friendly location.