



**Merri-Loo Community Preschool Board of Directors
Meeting Minutes
Tuesday, January 2, 2018**

Board Members Present: Lorraine Cottle (Director/Teacher), Trina Bird (president), Jessica Caron (Registrar), Stephanie Rush (Fundraiser), Kimberley Fasano (Secretary)

Agenda Topics:

1. Open Registration
 - a. Either February 24 or March 3. Usually we give in-house people 2 weeks prior (Feb 9 – 16) and alumni (Feb 16 – 24) to sign up.
 - b. Overflow – what will we do if there is one?
 - c. The Board will schedule a meeting directly after the board meeting to go over the registration lists and see what we can do if there is an overflow.

2. Super Science Spectacular
 - a. We need to schedule a meeting with Catherine and Mallory to follow up on what is going on with the Silent Auction
 - b. Lorraine has contacted the Science Society from UNH and she is waiting to hear if that will be able to attend.
 - c. Trina will call the Ice Cream place in Nashua to find out how they work their exhibit and how they work.
 - d. Are we still going to do a concession stand, what can we sell? We will create a list for people to sign up for.
 - e. Advertising – how can we get older children in to the event? Olivia would like an advertising budget – would like to get more signs from Sousa Signs. Kim will make some mock-ups.

3. Door Hinge Covers
 - a. The insurance company needs these installed as soon as possible to re-up our insurance.
 - b. The covers have been ordered and they are on site.
 - c. Don Descoteaux is parent helper tomorrow (1/3/18) and has offered to install them.

4. Small Business Saturday Wrap-Up
 - a. What can we do to make it more of a draw for next year? We need a way to draw more kids in and have something for them to do. If the kids are interested in coming in, the parents will flow and spend money.
 - i. Better Advertising – More signs
 - ii. Maybe a craft for Kids
 - iii. Sell Toys
 - iv. Add more vendors
 - v. A Band or DJ playing
 - vi. Toys for Tots Drop-off Site
 - vii. Crafting or Donuts with Santa