

Merri Loo Community Pre-School Board of Directors
Meeting Minutes
January 15 2020

Present: Lorraine Cottle (Director/Teacher), Trina Bird (President), Kim Bolduc (Vice President), Aimee Gaudette (Registrar), and Pia Twomey (Secretary) Stephanie Rush (Fundraising Coordinator)

Absent: Heidi Bourque (Teacher), Christa Whitcomb (Teacher), Christine Patane (Treasurer)

Agenda

1. Record keeping for future board members

- a. Lorraine requests that the current board members keep hard copies of all past expense and profits on fundraisers in our boxes
 - 1.a.i. there has been an apparent issue with a damaged USB and now the information stored on it can not be opened
- b. Trina suggests we use Google Docs as the entire board will be able to access pertinent documents without an excess of paper
- c. Kim suggest each fundraiser has it's own file in Google Docs for better organization
- d. Board agrees that every year we will print out that year's expense and profit information for the following year and store in Merri Loo

1. Facilities to use for fundraising events

- a. Lorraine hands out packets with information on costs for renting out Goffstown schools for fundraising events
 - 1.a.i. there is some question as to table rental cost for MAES as the packet is not clear
- b. Merri Loo has already paid for the yearly insurance required when renting facilities
 - 1.b.i. Lorraine requests information on how much the yearly insurance costs as no one present at this meeting knows (probably Christine can tell us)
- c. Aimee suggests using the upstairs space of Grasmere Hall for the SSS
 - 1.c.i. Lorraine has concerns about space being large enough to house activities, concessions, and auction
 - 1.c.ii. Board takes a field trip upstairs
 - 1.c.ii.1. All auction gift card entries can be mounted on the wall of the stage with clip boards
 - 1.c.ii.2. auction items will be displayed on the stage
 - 1.c.ii.3. activities will be done on the main floor
 - 1.c.ii.4. concessions will either be done on the main floor or in the entry vestibule

1. Super Science Spectacular

- a. Board collectively decide we should try out Grasmere Hall this year
- b. Concessions will consist of Pizza, snacks, and beverages; no coffee or anything that requires outlets
 - 1.b.i. Pia will talk to Heidi about getting a deal from Viksters
 - 1.b.i.1. If we can't get a deal from Viksters we'll use either Pizza 911 or Pizza Market
- c. Stephanie will continue to try to contact UNH students who come to help each year
- d. Stephanie will fill out form requesting use of Grasmere Hall
- e. Trina has been in contact with SubZero
 - 1.e.i. they will come at 12:30 for demonstration and ice cream sales
- f. Signs
 - 1.f.i. Kim will contact Sousa Signs for stickers
 - 1.f.ii. Handyman (Joe) will bring signs down from attic and see what, if any, repairs need to be made
 - 1.f.iii. Handyman will put signs out at designated areas (Preston and Mast, Juniper and Elm, Henry Bridge and Mast, Downtown)
- g. Sign ups and donations

- 1.g.i. Trina will contact Pepsi for beverage donations
- 1.g.ii. Trina will put up sign up for concession donations in vestibule including money donated to buy pizza

1. Silent Auction

- a. Trina has previously sent board an excel document detailing potential auction donors as well as the name of the board member responsible for reaching out to said donors
- b. William's father is willing to pass out donation request letter during the manchester restaurant owner's monthly meeting

1. Ireland re-enrollment

- a. Ireland's mother has reached out to Heidi expressing a desire to re-enroll Ireland but has concerns about cost of tuition
 - 1.a.i. board agrees the mother can do double co-op if she is willing to work on silent auction fundraising
 - 1.a.ii. Trina will delegate specific tasks to her as the need arises
 - 1.a.ii.1. Trina will give her a list of business to solicit

1. Families behind on tuition

- a. Merri Loo currently has two families significantly behind on tuition
 - 1.a.i. Family 1
 - 1.a.i.1. was counting on financial help from a grandparent who has since withdrew said offer
 - 1.a.i.2. has paid up until December
 - 1.a.i.3. has promised to settle debt upon receipt of tax return
 - 1.a.ii. Family 2
 - 1.a.ii.1. has paid 1 of the 3 months due
 - 1.a.ii.2. has promised to settle debt upon receipt of tax return
- b. Board has access to \$500 in financial to families in need through Christine's work
 - 1.b.i. Board agrees to wait and see if effort to pay off debts are made by the two families before offering to help
 - 1.b.ii. Board agrees to hold on to a portion of the \$500 to cover the debts of the families who do not pay, if such an event occurs

2. Yoga

- a. Board agrees to hire Joey Bolduc for ½ hour once a week
 - 2.a.i. cost is \$25 per ½ hour sessions

1. Teacher workshop

- a. Teacher workshop scheduled for 3/10 needs to be changed to either April 6 or 7
 - 1.a.i. board approves

1. Christine double co-op

- 1.a.i. board approves

1. Next meeting scheduled for 2/20 at 7pm