



**Merri-Loo Community Preschool Board of Directors
Meeting Minutes
Tuesday, March 6, 2018**

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

Agenda Topics:

1. Silent Auction and Super Science Spectacular
 - a. Katie and Mallory have almost \$4270 worth of auction items in hand, they have more that are coming to them soon, waiting to see that estimate.
 - b. Set up will be on Friday March 23 at 6pm and Saturday morning at 8 am
 - c. Aroma Joes will donate their day-old pastries for the concession stand
 - d. Pepsi has donated 11 cases of soda for concessions
 - e. We will ask the janitors to bring down the microphone and the speakers so that we can make announcements throughout the event
 - f. The board will need to come back to Merri-Loo after the event to tally the results and contact the winners.
 - g. The topic of closing the Auction earlier was discussed so that people could come back to Merri-Loo to contact the winners sooner. It was decided against, but we will look at it again next year.
 - h. All of the family sign-ups for the demonstrations are full, as are the family sign-ups for the concession stand
 - i. Jess will bring her easel for the food list, which we will write out the night before.
 - j. All food will be a dollar amount, and we will have a donation jar out for people to fill.
 - k. Sub Zero - How much do we owe her? Trina will follow up and confirm this. We expect Sub Zero to arrive around 11:30 to set-up, we can have someone from the board collect people's \$ and issue tickets
 - l. Lorraine has the four activities ready to go, she just needs to pick up a few more things.
2. Letters of Interest for the Board of Directors
 - a. Next year there will be openings for Vice President, Treasurer, Secretary and Registrar
 - b. Aimee Van Oeyen has Submitted a Letter of Intent to be either Secretary or Treasurer
 - c. Pia Twomey has submitted a Letter of Intent to be Secretary
 - d. We still need volunteers for the Vice President and the Registrar
3. Registration for the 2018 – 2019 School Year
 - a. On Registration Saturday, we had eight families lined up outside at 9 am to fill the spots.
 - b. We need to be clear in the future about what is said to people in terms of registration fees and being on the waiting list.
 - c. There is nothing in the handbook about waitlist registration. We need to add something about this.

- d. They should not be paying the fee if they are on the waitlist, if/when they are offered a slot, then they will pay the \$50 registration fee.
 - e. There are currently nine people on the waiting list for Nursery, some of these people are also signed up with Glen Lake.
 - f. We have four open slots in Pre-K for the 2018/2019 school year.
 - g. We can take several (3) children that are October birthdays that are currently signed up for Nursery that could go to the Pre-K class. All of those parents are okay with that, as Lorraine has spoken to them about the situation.
 - h. We did have one Alumni family call that wants a spot in the Nursery class. They missed the Alumni registration cut off. Lorraine is wondering if the Alumni family should be put ahead of the others on the waiting list.
 - i. Call for a vote was requested. Should we allow the Alumni Family be moved to the top of the waiting list, or keep the list as it is, and put them at the bottom of the list. 5 Board Members voted to leave the Waitlist as it is, 1 Board Member voted to move the Alumni family to the top of the waitlist.
 - j. Now there are six families on the waitlist for Nursery and one spot open for Pre-K.
4. Dates for upcoming meetings and events
- a. March 20 (Tuesday) 7PM – Quick Board Meeting for Super Science Spectacular
 - b. May 15 (Tuesday) 7PM – 2018/2019 school year packet pickup and Annual Meeting
 - c. June 5 (Tuesday) 5:30 to 6:30PM – Packet Drop off and Board Member handoff/Training
 - d. May 30 (Wednesday) 7PM – Pre-K Graduation