

**Merri Loo Community Pre-School Board of Directors**  
**Meeting Minutes**  
**June 2019**

Present: Lorraine Cottle (Director/Teacher), Heidi Bourque (Teacher), Christa Whitcomb (Teacher) Trina Bird (President), Kim Bolduc (Vice President), Aimee Gaudette (Registrar), Christine Patane (Treasurer), and Pia Twomey (Secretary).

Absent: Stephanie Rush (Fundraising Coordinator)

**Agenda**

**1. Advertisement for open spots in both the nursery and preschool programs**

- a. We have 6 or 7 open nursery spots and 1 preschool spot to fill for the upcoming 2019-20 school year
  - 1.a.i. Trina hands out current flyers to be distributed throughout the community
    - 1.a.i.1. Trina- Apotheca, Sully's, Ace Hardware, Tball port-o-potties
    - 1.a.i.2. Kim-YMCA, Dance Visions, Putnams, Pizza Market
  - 1.a.ii. Trina will re-vamp flyer to make it more eye catching and easier to read
  - 1.a.iii. Pia will post on Goffstown Real Deal and will look into moms groups on facebook in surrounding towns (Dunbarton, Weare, Manchester)
  - 1.a.iv. Lawn Signs- Pia will look into pricing
  - 1.a.v. Board decides against reaching out to other preschools to ask for references

**2. Standard Operating Procedures for President and Vice President**

- a. Kim will create SOP for vice president detailing advertising duties after her first fundraising event (Chili cookoff?)
- b. Board will help her through step by step requirements for her first event including how to use social media to advertise events
  - 2.b.i. As Stephanie is the most experienced at social media advertising Kim will request guidance from her on this particular area
- c. Trina will create SOP this year for future incoming presidents

**3. CoOp Assignments**

- a. As many enrolling students have not submitted their forms and many spots remain empty, the board will likely need to reconvene towards the end of the summer to complete job assignments for CoOp families
- b. Lorraine will reach out to board

**4. Next board meeting**

- a. Unscheduled