Merri-Loo Community Preschool Board of Directors
Meeting Minutes
Tuesday, September 5, 2017

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

Agenda Topics:

1. Improvement in Enrollment
    a. Lorraine announced that she gave two tours to prospective students, one parent confirmed registration during the meeting.
    b. As of Tuesday September 5, there are 4 open slots in Nursery and 5 open slots in Pre-K
    c. Jess will call Glen Lake School to see if they would be willing to give us their Pre-School waitlist.
    d. Olivia will talk to Miss Patty at the Library to see if she can talk Merri-Loo up to Parents, or if she knows of any families that are looking for a preschool.
    e. Trina and Karen will put up flyers at their work and gyms.
    f. Olivia will start to put together and advertising calendar and publicity plan.
2. Fundraisers
    a. Yankee Candle – we will be doing the Yankee Candle Fundraiser again as it is one of our most profitable.
    b. Wreaths – Stephanie is currently looking for a new wreath vendor as the former local vendors are no longer in business. She is considering a national wreat company.
    c. Scratch Ticket Trees – This was a very popular fundraiser last year, the board is considering doing one a quarter.
    d. Small Business Sat Fair – Stephanie is currently looking for a good space for this. She had the idea of every vendor donating one item to a raffle that we could sell tickets for to raise more money.
    e. Going forward we need to think of new ideas for fundraising. Traditional Fundraisers don't necessarily work for us because we are so small.
    f. BINGO – Justine Benson had an idea about a BINGO night, Kimberley will ask her if she has any information. Stephanie had an idea for a vendor BINGO night. We gather ten vendors and each vendor runs one round of BINGO, and have an opportunity to sell their goods, as well. They pay to be a vendor, as well as all of the players pay for admission. Stephanie is going to work on this more, including a good venue that is cost effective.
3. Selectman's meeting Sept 11, 2017 –
   It is not yet known if the Historical society is on the agenda yet for the meeting. We will find out on Friday when the agenda is released, or when Lorraine's friend lets her know. If we want to speak at the meeting, we must apply to speak, and only one form our group is allowed to speak.
4. Website –
   All Board members and teachers looked at the new website design, and approved it for release. We will be moving the website to be hosted on Wix.com, the cost is $11 a month if we reserve for

two years at a cost of $264. The board agreed to this cost and Kimberley will move forward on this. She hopes to launch the site next week.

5. Empty Co-op Jobs –
   With the 2 departures last week, two co-op jobs are now vacant. We do have 2 registrations we are looking at signing up within the week. On will be a Parent Helper, the other will be a Wednesday Cleaner.
6. Expenditures –
   Karen did an analysis and believes that this year's income tuition will barely cover this year's expenses. Insurance is going to be very tight this year. The board wonders if we should start setting goals for our fundraisers, and get more parents active in our fundraising, helping them to understand what the fundraisers go to and how much is needed for each fundraiser.
7. 2017/18 Board Meeting schedule
   Moving forward the board meetings will be help on the first Tuesday of every month at 7pm, with additional meetings around the times of the Super Science Spectacular and Touch-A-Truck. The dates of the meetings are as follows:
   October 3
   November 7
   December 5
   January 2
   February 6
   March 6
   April 3
   May 1
   June 5