

Middletown Cooperative Preschool Board Meeting  
**September 10, 2011 8:40 a.m.**

Present: Catherine O'Rourke (CO), Sarah LaRosa (SL), Gen Keoppen (GK), Marie McKenna (MM)

**Enrollment**

-GK reported current enrollment is 8 in 3s class, 12 in 4s class. GK presented spreadsheet of budget.

**Budget Items**

Fundraising

-CO outlined fundraising plan so far: Bake Sale in November, Teacup Social, babysitting evenings. SL, Jess White and Cate Tsalhis (CT) will head up Fundraising Committee.

-SL said we will try to do monthly fundraising events.

-CO said we will need to delineate which fundraisers will count toward the \$150 per family fundraising obligation.

Biannual Water Test

-SL talked to Middletown Health Department about the \$2000 test who said because we are on town water, the town tests should be enough for the state. If there is a problem, they said to go back to them.

Larger Scale Fundraising

-CO to look into **sponsorships** (for example, lump sum donations of \$5000) and consult Missi Pepin.

-GK to look into possible **grants**.

-GK to look for names and addresses of alumni for **capital campaign**.

-Capital Campaign discussion- mailing or Facebook or emailing best.

-CO to look into **Sendout Cards wholesale account**.

-SL to ask Jason LaRosa to setup Paypal on website.

-Patrick McKenna will help design postcard if necessary.

Website-GK to make sure website person is no longer being paid.

Accountant -CO knows an accountant who will help. Want to pay her something so her help will be ongoing.

Phone Bill- CO to talk to Jean Baressi (JB) about ways to reduce the phone bill, possibly VOIP.

Stationery- GK to ask JB which store she would like a rechargeable gift card for, to make reimbursement simpler.

Tuition- GK to ask Brian about the tuition schedule as many families missed the August deadline.

**Committees**

Enrollment- One parent from each class to be assigned duties.

Participation Parent Coordination- Duties to be taken on by secretary.

Equipment- Chairperson will be appointed and will take care of communications with all families when needs arise.

Fundraising- CT expressed strong interest, possible chair position.

#### Newsletter

-CO will send out a newsletter to introduce families to one another.  
-Committee to be eliminated because website is more appropriate, duties assumed by the Publicity Committee.

#### Scholastic Books-

-One parent assigned and next year have it fall under the enrollment committee.

#### Special Events

-Chair for each class.  
-Hospitality Committee and Housekeeping Committee will come under Special Events.  
-CO to put together list of events and dates for the committee.

#### Yearbook

-SL to make spreadsheet of events to keep track of photos for each child throughout the year.  
-Chairperson for each class to keep photos/material ongoing. Start books with plenty of time before end of year.  
-CO to look into Dropbox.com or password protected space on website for parents to contribute photos they have taken.

#### Snack

-Snack to be brought by helping parent and will include fruit or vegetable.  
-JB and Mary Godbout to setup menu to be added to the Parent Participation calendar.  
-Non-participating parents to be asked to bring back-up snacks and paper products.

#### **Other**

-Agenda for first meeting set.  
-CO to send out new committee signup sheets before first meeting.  
-November meeting moved to November 3.  
-Next meeting Thursday September 15, 2011 7:00 pm at 24 Old Church Street.

Meeting adjourned 10:40 am. Minutes submitted by Marie McKenna