

**Board of Directors Meeting**  
**Tuesday, October 1, 2024 12:30 PM - 1:30 PM**  
**The Co-op Preschool 220 S. Main st., Lombard**

| Name                                                  | Present? |                                                | Present? |
|-------------------------------------------------------|----------|------------------------------------------------|----------|
| <b>Michelle Bauman</b> , Director                     | y        | <b>Jessica Fiala</b> , Treasurer, Payroll & AP | y        |
| <b>Crystal Echevarria</b> , Chair                     | y        | <b>Erica Obal</b> , Fundraising                | y        |
| <b>Lizzie Von Zee</b> , Vice Chair                    | y        | <b>Traci Figge</b> , Fundraising               | y        |
| <b>Secretary</b> , Sarah Walsh                        | n        | <b>Michelle Doyle</b> , Housekeeping           | y        |
| Financial Advisor                                     |          | <b>Kyla Lord</b> , Housekeeping                | n        |
| <b>Amy Johnson</b> , Treasurer, Tuition & Receivables | y        | <b>Mary Kate McGrath</b> , Communications      | y        |

| Time          | Topic (T)                                                                                                  | Action/Outcome (OP)                                                                                                                                                                                                    | Leader   |
|---------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12:30-12:35   | <b>Preliminaries</b><br>• Check-In                                                                         |                                                                                                                                                                                                                        | Crystal  |
| 12:35-12:40   | <b>Director Update</b><br>Helen plum night                                                                 | Oct 15th 6:30. Flyer sent out this week. Email sent out. Coop night for parents where they talk about their programs and do storytime. 30-45 min. No registration required.                                            | Michelle |
| 12:40-12:43   | <b>Chair Update:</b><br>Thank you Erica & Traci!<br>Large events vs many small fundraisers (dine outs etc) |                                                                                                                                                                                                                        | Crystal  |
| 12:43-12:45   | <b>Secretary</b>                                                                                           |                                                                                                                                                                                                                        | -Sarah   |
| 12:45 - 12:50 | <b>Vice Chair Update</b><br>T-shirt sales update<br>Elephant & Piggie play                                 | T shirt sales- approx \$220 made which covered t shirts for teachers with \$80 profit<br><br>11/25 10:00am 15 tickets reserved. Tix \$12 if 25ppl or less, \$9 if over 25ppl<br>Encourage teachers to read books, send | Lizzie   |

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|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|             |                                                                                                                                                                                                                                                                  | links home for parents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| 12:50-12:55 | <b>Finance/Treasurer</b>                                                                                                                                                                                                                                         | Will give lizzie FAQs for website. Not many late payments, credit card payments is helpful. Also, parents paying multiple months up front which is helpful. There was a glitch (?) this month with double invoices being sent out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Amy/Jessica   |
| 12:55-1:00  | <b>Housekeeping</b>                                                                                                                                                                                                                                              | Kyla did first cleaning saturday- it went well. Use Method brand- non toxic<br>Next cleaning 10/21 5pm<br>Only 6 families haven't signed up                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Michelle/Kyla |
| 1:00-1:05   | <b>Communications</b><br>Update website with fundraising \$\$<br>New communications email<br>Confirm info for: Library Night, Trunk or Treat, Puzzle Night, Donuts with Santa<br>Co-op preschool Facebook page- New                                              | Michelle is going to look into possibly switching website host.<br>Mary Kate is going to try to contact the admins on the old facebook page to be added onto the page so that we can take it over.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Mary Kate     |
| 1:05- 1:25  | <b>Fundraising &amp; Events</b><br><u>Past:</u><br>DQ, Bingo (recap)<br><u>Upcoming:</u><br>Oct: Charleston wrap, trunk or treat<br>Nov: collecting food for outreach house<br>Dec: donuts with Santa<br><u>Tentative:</u><br>Rummage sale idea- spring cleaning | <u>DQ</u> Earned \$116.19<br><u>Bingo</u> sold 66 tickets, and about 7 walkins<br>Snack sale:\$777. <b>\$4783 total</b><br>Feedback: some want in person bids, some didn't like the online bidding. Survey to be sent out for more feedback.Send out date further in advance in the future.<br>Consider adding affy tapple to bingo night.<br><u>Trunk or Treat:</u> 9-12 reserved for parking lot. 10-11:30 event. 17 cars signed up, 12 candy donations. Going to plan a google meet call to plan.<br><u>Puzzle &amp; potluck Night-</u> Friday 11/9 7-9p parents come and put together a puzzle. Bring their own snacks/drinks. Teams all do the same<br><u>Santa-</u> 12/14 Sat 8-12 reserved<br><u>Charleston Wrap-</u> sales are behind last year. Ends 10/3. Offer gift basket incentive to order | Erica/Traci   |
| 1:25-1:30   | <b>Check-Out</b><br>Future Meeting Dates:<br>10/2, 11/12, 12/3, 1/7, 2/4, 3/4, 4/8, 5/6 or 4/29<br>*All meetings are at 12:30 w/                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | All           |

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|  | childcare provided |  |  |
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## RESOURCES:

- Google Drive Folders:
  - [Archived Documents from before 2022](#)
  - [Board Meeting Minutes](#)
  - [Calendars](#)
  - [Communications](#)
  - [Enrichment](#)
  - [Executive Board](#)
  - [Fundraising](#)
  - [Housekeeping](#)
  - [Logos](#)
  - [Registration Documents](#)
  - [Treasurer](#)
- Documents
  - [Master Copy](#) (contact list)
  - [The Co-op Preschool Bylaws, Board Policies and Procedures](#)