

ACP Board Meeting

Wednesday, February 21, 2019

11:30 AM

Attendees: Jen Hoerber- Chairperson, Linda Detering- Church Member, Dorothy Beeman- Preschool Director, Jill Swanson- Preschool Finance, Robin Bien- Staff, Kristin McNamara- Preschool Parent

Absent: Molly Kleberg- Church Member

Meeting Called to Order: 11:30 AM

Topic	Responsible	Discussion	Action/Follow-up
Opening Prayer	Pastor Brad		
Financials	Jill	January 2019 Net Income -6263.56 YTD Net Income \$64,418.63 Balance Sheet: \$40,000 CD matures on March 12. The CD rolls over to another 18 month CD (expiring 9/12/2020). The Board discussed moving it to a shorter term CD. Ultimately everyone decided to keep it in the 18 month terms.	
Director Update	Dorothy	Registration: We are 66.5 % full for next year. Openings are in the First Step and 2/ 3 class and a few in the 3/ 4 class. Snow days: We lost 7 days. 2 of the days the Bellevue School District was open and ACP was closed. Different make up options were discussed. Linda made a motion to extend preschool on Wednesday, 6/5 and Thursday, 6/6 and also to offer free extended day on these days. All Pre K classes will have a graduation	Jen- to ask a church member and Kristin to ask a parent rep to join the board. Dorothy- Room Parents: Next year at the preschool orientation this will be discussed.

		<p>ceremony on Friday, 6/7.</p> <p>Robin seconded the motion The board voted and it was approved.</p> <p>Staff Appreciation: Jill has taken this on. Each class has a room parent. An email will go out soon with an explanation of what is needed.</p>	
Parent	Kristin	Snow Days- see above	Kristin to talk with Kim Given regarding joining the board.
Staff	Robin	<ol style="list-style-type: none"> 1) Sandbox covers 2) Gap in the rear gate 3) Wifi in the classrooms 4) Concrete retaining wall is unsafe 	<p>Jen- to look into Wifi</p> <p>Dorothy- to look into the sandbox covers and investigate the retaining wall and gap in the gate.</p>
Church	Linda/Jen/Molly		
Children, Youth and Family Ministries	Jen	<p>Preschool Sunday is March 10th</p> <p>Easter Eggstravaganza- April 20th</p> <p>VBS is July 22-25</p>	
General Discussion Old Business	All	<p>50th Anniversary Celebration on Saturday, June 1st 11am-2pm</p> <ul style="list-style-type: none"> • Food and popcorn (Jill) <p>Grilled Cheese Sandwich food truck will be available for guests to purchase lunch. Jill will buy a popcorn machine for the preschool/church to use. It was cheaper to buy one than to rent one.</p> <p>\$100.00 for the popcorn machine \$950.00 for the food truck, if no one bought anything</p>	<p>Jen to reach out to newspapers regarding a press release</p> <p>Kristin to call Safeway regarding the non-profit discount on the mini cupcakes.</p>

		<ul style="list-style-type: none"> Entertainment/Activities (Dorothy) <i>Zachary the Magician</i> - 45 min show. \$350.00 <i>The Bubble UP Show</i>- 45 min show. \$350.00 DJ to play music at the beginning and during the two shows Decorations (Robin) Balloons are \$16 per dozen Cake (Linda and Kristin) Safeway charges \$2.99 for a dozen mini cupcakes. For 300 it would be \$75.00. <p>Ice cream will be served. We will have mini cups and will use coolers to store/serve.</p>	<p>Dorothy- to check with the entertainers to see what is needed. How much room do they need? Do they require a stage? Cost of the DJ?</p> <p>Jen- to check with Patty about making an allergy free cookie</p> <p>Linda- to handle the activities</p>
New Business	Dorothy/Jen	n/a	
Chairperson update	Jen	n/a	
Next Meetings		Wednesday, March 27, 2019 @ 11:30am	
Meeting Adjourned		1:20pm	