

Minutes
CCP Executive Board Meeting
October 30, 2005

Meeting called to order at the Quirks' home at 7:25 p.m.

Attendance: Jennifer Adler-Quirk, Leta Applegate, Tom Green, Bob LeBlanc, Mary Litster, Karen Lunny, Jody Nichols, David Quirk, Karen Walsh

Minutes from the meeting on September 22, 2005, were approved with no corrections.

Meeting adjourned at 10:45 p.m.

Co-Presidents' Report (Jennifer Adler-Quirk and David Quirk)

1. Window de-leading progress: The church has agreed to pay half (\$3,300) for the window replacement, and the order has been placed for them. Hammond De-leading will do the work ideally over the Veteran's Day weekend. More details will follow as the date approaches and plans are finalized.
2. Church/vestry update: The vestry set up a liaison group to work between the CCP teachers and the Sunday School teachers until a Sunday School director is hired to make sure that all runs smoothly in the shared space. The St. Paul's Christmas Fair is next weekend, along with the minister's last sermon. We will work together to figure out what we need to do to prepare the classrooms for them for this big event.
3. Higher Board meeting: The regular fall Higher Board meeting is at 7:30 p.m. at Karen Lunny's house on Wednesday, November 2.
4. Playground maintenance: The leaves on the playground should be removed by the Maintenance Committee. Jenn will ask Erica and Dave Fanuele to make a schedule for that committee to keep the playground area clear of leaves and debris. There is a chance that Kevin Spicer will have his landscaping crew do the work early this week.
5. North Parish: We will not be returning to North Parish Church. We should discuss at the December Executive Board meeting selling the playground equipment to the church as one option. We should move fairly quickly on setting a price or making plans to move it to our current space. Jenn will ask Erica Fanuele to prepare a report for December's meeting regarding the prices for our various options. Scott Halecki/Karen Lunny will take out the word "temporary" from the website and marketing literature.

Director's Report (Karen Walsh)

1. Field Trips: We will try to schedule field trips on Monday and Tuesday after the window installation to build in time in case the job runs longer than expected. The library and the visit from the fire truck/fire fighters are options for these days. Karen Walsh will send details via mailboxes as the time approaches and we get more details from the company doing the installation.

2. Siblings during parent assist days: Our licenser confirmed the child care policy of not allowing siblings to attend class during parent assist days. Karen Walsh asked EB members to brainstorm ideas for child care options, such as using the nursery space as a babysitting exchange location. Karen Walsh will verify with the licenser that this idea conforms to regulations.
3. Parent assist schedules: Bob LeBlanc asked if the parent assist schedules could be put on the website. The answer is yes, schedules can be put up on the website. Because the schedules are changeable, however, the question is how would we maintain an up-to-date listing.
4. Age regulations for 3-year-olds: Jenn Adler-Quirk asked if our licensing will allow us to open up classes to children who have turned 3 years old after September 1. Karen Walsh will ask our licenser about it. All EB members agreed if the licenser says that it is OK, we should allow it.

Vice President, Enrollment Report (Mary Litster)

1. Enrollment Withdrawals: One family in the 3-day class has withdrawn and possibly one family in the 2-day class will take a break and return to school in January. Mary Litster should collect committee and orientation binders from both families.
2. Enrollment Addition: One family will join the 3-day morning class. Wednesday, November 2 will be this child's first day. Karen Lunny will collect updated information in a parent orientation binder and make a mailbox slot for this family. She will also update forms with this family's name and take off the two families withdrawing.
3. Mother Connection Fair: The fair is the evening of November 17. Mary Litster, LouAnn Donovan, Karen Walsh, Jenn Adler-Quirk, and Sally Finnimore will work our station at this fair. Michelle Holland also volunteered but at this time is not needed, although Mary suggested that we could use her for tours throughout the year. We will have a mailing list sign-up at the table to collect names to add to our existing list for reminders about the January Enrollment Open House. Play-doh at the table was a good idea last year. A PowerPoint photo presentation is still a possibility if we can send John Lunny digital photos of the new space in time. Bob LeBlanc will look into adult shirts with our logo on them in time for the fair.
4. Logo T-Shirts: Bob LeBlanc will place order for child size T-shirts and sweat shirts in pink and navy blue along with adult sizes in navy blue. Order forms will be distributed to families in mailboxes.
5. Church Christmas Fair: David Quirk asked if we could have brochures or some sort of marketing materials available at the fair on Saturday during the day. Karen Lunny will run off more brochures for the Mother Connection Fair, and Mary Litster will use the brochures we have currently have printed for this weekend at the St. Paul's Christmas Fair.

Treasurer's Report (Leta Applegate)

1. Actual/Budget Income/Expenses: Leta Applegate handed out and explained the monthly budget report. Karen Walsh made the suggestion that line items Equipment and Expendable Supplies should be merged into one item.

2. Outstanding Debts: Two families still owe money from last year. The total amount is around \$700. We are mostly up to date on tuition payments from current families for this year.

Secretary's Report (Karen Lunny)

1. Grants: A rough draft of a two-year plan will be distributed at the December meeting for review. We did not receive the grant from Salem Five submitted in September.
2. Wine-Tasting Fundraiser guest list: To date, 20 people will be attending, and we have collected \$1,525. Thank you notes are being sent as we collect money and RSVPs. The deadline for RSVPs is Tuesday, so we should have a better idea of the total attendance by next week. Karen Lunny will give Leta Applegate checks to deposit thus far on Monday.
3. Website: Scott Halecki will make changes to the website in anticipation of hits after the Mother Connection Fair. Please review website pages once a month and submit any changes that you see ASAP.
4. Newsletter: The November newsletter goes out on Tuesday, November 1—last call for notices. Next month's theme is Fundraising.

Vice President, Education Report (Jody Nichols)

1. Petty Cash/Set Monthly Amount for Curriculum: We should have a sum of money on hand as needed for curriculum supplies. \$20 per month was suggested as a starting amount for curriculum incidentals. We will increase the amount if that is not enough for the teachers. All approved this measure.
2. Upcoming Maternity Leave: Karen Walsh is still on track for her maternity leave mid December to mid March.
3. Maternity Leave Substitute Candidates: Karen, Jenn, and Jody have interviewed two strong candidates as Karen's maternity leave substitute. Please see Jody Nichols for more information.
4. Play Pals: Jody discussed adding a Play Pals on Tuesday mornings to bring in more revenue and to make better use of teachers on Tuesdays if we choose to cover all hours Karen currently works.
5. Field Trip Coordinator: Karla Kooken is now our coordinator for field trips.

No additional new business was discussed. The next Executive Board meeting is Monday, December 5, 2005, at the Quirk home.

Meeting adjourned at 10:45 p.m.

Respectfully submitted,
Karen Lunny, Secretary