

**Minutes**  
**CCP Executive Board Meeting**  
**May 1, 2006**

Meeting called to order at the Lunny home at 7:20 p.m.

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

Minutes from the meeting on April 3, 2006, were approved with no corrections.

Meeting adjourned at 10 p.m.

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**Co-Presidents' Report (Jennifer Adler-Quirk)**

1. De-leading Update: Three companies have called back and have been interested in submitting firm proposals. Jenn will continue to work on getting firm estimates so that she is ready with numbers when the church is ready to discuss it.
2. Lease/St. Paul's Update: Jenn will meet this month with Jean Kooken to finalize the lease for 2006-2007. Jean does not believe that we will owe additional funds for heating this year due to the mild weather this past winter. The vestry will itemize some concerns that the Sunday School would like to see addressed so that things run smoothly between the two schools.
3. Organizational plans: Dave Fanuele has purchased shelving and continues to work on the new organizational plan, particularly for the nursery room, to make it easier to hold Sunday School classes without distractions.
4. Long-term lease: Bob LeBlanc expressed concern that we really should be looking at a 2-year or longer lease. Jenn explained that as soon as a minister is hired, Jenn hopes to get enough of an extension so that our school will not be at a disadvantage if a longer-term lease is not possible for whatever reasons. She also said that the vestry members have been informed that it would be nearly impossible for us to find a new location without a year's notice, and they understood our situation. Leta Applegate, Bob Gilbert, and other attorneys who are alums have offered to read over any lease (short- or long-term) once we reach an agreement with the church.
5. Playground Equipment: There's no new information on the playground as of today. Jenn still has a goal of the beginning of next school year for bringing over and installing the equipment.
6. Tweaking/revising committee jobs: The fundraising committee is on the top of the list for revision, and Jenn would like input on all the committee jobs and how we would like to see them changed before the 2006-2007 welcome packets go out in the summer. Ideas for the fundraising committee include making it team- and/or event-oriented committee, having one chair per class, doing a direct-donation drive at the beginning of the year so that people can choose to opt out of fundraising events, etc. Event ideas include: a golf tournament, a comedy show, another wine tasting, The InkFund.com, Foxwoods and Mohegan Sun trip (Wampum points), and doing the kid name-tag company fundraiser. All board members agreed that more preparation/education about fundraising was needed for new families, perhaps at the Orientation meeting.

**Vice President, Enrollment Report (Mary Litster)**

1. Enrollments for next year: Current numbers as of this month for 2006-2007 are as follows: 13 total for 3-day, 8 total for 4-day, and 7 total for 2-day. One child will enroll for May and June of this year.
2. Paperwork: Enrollment forms went out today for next year.
3. Advertising: If you prepay for 9 ads and you get the 10<sup>th</sup> one free in the Mother Connection Newsletter. The first deadline for next year is June 25. All board members agreed that we should do the 10 ads in the Mother Connection newsletter. We should also pursue the Newcomers Club/realtors this summer as many families move in the summer. Bob LeBlanc says that the URL [www.ccpreschool.org](http://www.ccpreschool.org) is available and he will follow up.

#### **Secretary's Report (Karen Lunny)**

1. May Newsletter: The last newsletter of this year will go in mailboxes on Thursday. Play Pals will be highlighted in the newsletter, and we'll come up with some firm changes for the class in the near future so that we can begin marketing the class.
2. Website: May is the last chance to send Scott Halecki website changes. Karen Lunny will send the permission form spreadsheet to the board so that we can replace photos if anyone has better ones for the website.

#### **Treasurer's Report (Leta Applegate by Jenn Adler-Quirk)**

1. Leta Applegate will present financials at the Higher Board meeting later this month.

#### **Director's Report (LouAnn Donovan by Jenn Adler-Quirk)**

1. LouAnn Donovan will present an update on classroom matters at the Higher Board meeting later this month.

#### **VP Education's Report (Jody Nichols)**

1. Computer: The computer for the students should be set up ASAP. Erica Fanuele and LouAnn Donovan have decided on a space for the new computer. Tom will follow up with the set-up of the computer once he finds out where Erica and LouAnn want it.
2. NAEYC: Jenn and Mary received a notice from NAEYC that our annual report is now due. LouAnn, Karen Walsh, and Jenn will follow up.
3. Closed session regarding contracts and staffing for 2006-2007 followed.

#### **New Business:**

The Higher Board meeting is scheduled for Thursday, May 25, 2006, 7 p.m. at the Lunny home. Notices will go out this week.

The next Executive Board meeting is scheduled for Monday, June 5, 2006, at 7 p.m. at the Quirk home.

**Meeting adjourned at 10 p.m.**

Respectfully submitted,  
Karen Lunny, Secretary