

CCP
Executive Board Minutes
August 17, 2006 Meeting

In attendance: Jenn Adler-Quirk, Carolyn Zimmer, Bob LeBlanc, Erica Fanuele, Michele Nachamie, Diane Nickolopoulos, Leta Applegate

The meeting was called to order at 7:25 p.m.

The minutes from the July 13, 2006 executive board meeting were approved.

President's report (Jenn Adler-Quirk):

Playground update: The large swingset was sold to North Parish for \$500; the other equipment has been moved to St. Paul's; the fire engine and the small climbing structure have been installed at St. Paul's; the large climbing structure and the see saw is being stored at St. Paul's.

Relations with St. Paul: Jenn met with various folks from St. Paul's to hear and address their concerns. In addition to discussing their concerns about various playground issues (see attached notes of playground discussion), other space sharing issues relating to the kitchen, nursery room and the main area were discussed.

Purchase of cleaning supplies: Erica agreed to coordinate/purchase needed supplies. It was decided that she would get one of the school debit cards to use for these purchases.

Rug cleaning: Bob offered to clean the main area rugs with a rug cleaner to which he has access rather than send the rugs out for cleaning.

Back to school space cleaning: Timing and board volunteers were set for the school cleaning which will take place on August 25 from 7-9. Jenn will send an e-mail to the community to see if any other families would like to also lend a hand in getting our school ready for the first day.

Newsletter: Jenn shared Susan Greco's ideas for the monthly newsletter, which she will now prepare. Jenn will discuss with Susan whether it will be possible to get a newsletter out for September.

Web updates: Jim Determan is up and running as our new webmaster and waiting to make any needed updates; anyone with updated information should pass it along to Jim.

Orientation night: This will be held Sunday, September 10 at 7pm. We discussed the agenda for the evening and various information to be handed out and/or included in the parent manuals to be distributed that night. After some discussion, we decided to forego the phone tree this year so that won't be included in this year's manuals.

Ice cream social: We discussed plans for the event which will take place Saturday, September 9, from 1:30-3:30 outside at St. Paul's.

Scheduling of Board meetings: There was further discussion, but nothing decided, about what our regular day should be for board meetings.

Committee assignments: Jenn has been working on these and filled board members in on who their members would be.

Wine tasting fundraising: This will be held November 11 this year. Linda Swartz has offered her home for the event. George Nickolopoulos has agreed to organize and Howard Nachamie would also like to be involved. More to come on this.

Discussion of other fundraising events: We discussed other ideas for events. Bob suggested a Texas Hold'em night and offered to lead the organization of this if we decide to pursue.

Play pals: The calendar for Playpals sessions is still to be finalized. 3 children are signed up so far.

Maintenance: Ongoing upkeep of our outside area was discussed. At the request of St. Paul's, we will purchase a shed to store ride on toys, etc. at the end of each day.

Treasurer's report (Bob LeBlanc)

Tax levy: Bob updated the group on the status of the tax levy. He has had several phone calls with the IRS and believes that we will ultimately receive an abatement.

Budget: Projected budget (attached) for the year was discussed. Bob explained what items would be allocated to which categories going forward.

Delinquent Form PC forms: Bob recently learned that the school is delinquent in filing PC Forms for the years 2002, 2003 and 2004. He has prepared the forms and will file them shortly, hopefully without any penalty.

Payroll: It was discussed whether it would make sense to pay a bank or other service to handle payroll, rather than a parent treasurer. Bob will look into Bank of America's payroll service and get back to us with a recommendation.

Fundraising partners: Bob shared information about 3 ways we can all help raise money for CCP through purchasing programs: Staples, Ink Fund and Stuck on You.

Enrollment report (Michele Nachamie, Diane Nikolopoulos)

Current enrollment: 2-day – 11; 3-day – 8; 4-day – 12; 2 crossovers. We lost one family this month.

Advertising budget: Michele proposed purchasing of year of ads in the Mother Connection, which would entitle us to 1 ad free (at \$65 per ad). We all agreed this was a good resource for us and we unanimously agreed to proceed with this. We also decided to do a one-time ad in the Andover Townsman in a special school days section they will run on September 7.

Education report (Carolyn Zimmer)

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The meeting adjourned at 10:30 pm.

Respectfully submitted,

Leta Applegate
Treasurer

