

**FUMCN Board Meeting**  
**June 8, 2009**

**Board Members attending:** Laura Dills, Robin Hescheles, Ellen Lewis, Barbara Hoffman, Staci Almeida, Karen Fry, Elizabeth Elder, Tori Booker, Tonja Fox, Juli Miettinen, Colleen Burroughs, Catherine Maruna, Sarah Hafer, Jenni Wilkening, Amy Unsworth, Kelly Wiard, Moira Yuhas, Susan Sowder

**Opening Message: Ellen Lewis**

- This year, Ellen wants to strengthen the welcoming relationship between FUMCN families and the church
- If there's anything she can do to make church feel more welcoming, let her know.
- Also, she doesn't need to open the meeting. It seems strange to do the opening since she is actually not in charge, and besides, she's running out of clever things to say

**Minutes: Catherine Maruna**

- May minutes approved

**Thanks/Kudos**

- Susan Atkins (absent): FUM5's received press in last Monday's Ann Arbor News. Juli brought in a copy.
- Owen's grandma (Susan's mother) donated \$40.00 for us to get more sand for sandbox Staci will send a thank you note.

**3-4's Teacher: Juli Miettinen**

- Thanks to everyone who helped make the carnival a great success. (Thanks to Juli for good job while working with a broken tooth!)
- The Maixner's (4pm) lost a blue tooth headset. If you find it, please give to Tina.
- Juli's surgery might be postponed, due to thyroid issues. It is currently scheduled for 7/2/09.

Co-op Jobs

- Amy – when she is scheduling people for jobs, she will assign the field trip people first. She can then let Jenni and Staci know right away. We can schedule fewer assist parents for driving field trip days since many parents attend anyway.
- Photography person should know how to use a camera! Other jobs require specific skills, how do you screen for this?

**Young 5's Coordinator: Susan Atkins (via Laura)**

- Flyers, emails, etc should also go to the Young 5's. Google docs has all the information. Sarah will let the new website people know to update all class lists including the 5's.

**Staff Advisor: Ellen Lewis**

- If you're scheduling a meeting or event in the building, make sure you do it through the office.

Adele has the church calendar, so always check with her first.

- The main number of the church is 662-4536; this is how to reach Adele or Tina, or email Adele @fumc-a2.org
- The copy machine is located upstairs. We can use it, the code is 0034. If you need to use the copier, avoid Wednesdays and Thursdays, when the church bulletin is copied and collated.

## **Co-Presidents: Laura Dills and Robin Heschels– Voting Procedures/HVCCN/Budget 2009-10, May 2009-10, Board Meeting Schedule**

### Voting procedures

- During the opening message, Laura gave a quick review of voting procedures for new members of the board. She, Robin, Ellen and Juli are not able to vote. Because they are on the Executive Committee, they do vote on those issues.
- Voting procedure: an issue comes up, someone makes motion, someone else seconds the motion, all in favor, any opposed, motion is passed.

### HVCCN

- Sarah Boren –Rao received an email from Glacier Way; they want to bring our co-ops back together with different governing bodies. Laura will email her to find out what's going on.
- HVCCN was an organization that was comprised of all the co-ops from the area, which would meet once a month. It fell apart due to leadership issues and the fact that the core reasons to belong (the needs they existed to meet) kept disappearing.
- FUMCN withdrew from HVCCN because there was no real benefit. Through dues, HVCCN paid for a nondiscrimination ad, which cost about \$200 (same as cost of dues).
- Still a need for coops to coop, this board can decide to do this.

### Budget

- Budgets –were approved at the last meeting. Helps with next year's committees, budgets, projections. Also distributed was a copy of May 2009 budget from Brad Vincent.
- There were questions about individual line items, including "other tuition income" and the lack of allocation for the social committee or tote bags and photos.

### Board meeting schedule

- We will continue to meet on the 2<sup>nd</sup> Monday, alternating between the church and members' homes. When meetings take place in homes, one person hosts and another provides snack.
- A sign up sheet was circulated and returned.
- For the December meeting, we usually have a holiday party and meet earlier.
- Co-presidents talked with Juli and Adele; they agree the retreat should be held before Labor Day (and the start of school). The date will be August 30<sup>th</sup> at Greenwood (Sunday) from 3-8pm, dinner will be provided.
- Possible virtual meeting for September since it is close to retreat

**Health: Yvette Dimcheff (via email)**

- She is starting to see some health forms returned.

**Member at Large: Tonja Fox**

- Nancy Mars (sibling coordinator) took a poll at Welcome Night and a survey of 4's families via email. It turns out not that many people will need sibling care.
  - 2 in 3am class, 1 in 3pm class, 4 in 4am class, 1 in 4pm (couple maybes and sometimes)
  - Siblings are young (1-2 years old) which affects adult-child ratio
- The "Fair price" - \$18 or whatever board felt, few \$16 (18 is current rate for under 2). Tonja and Nancy called potential workers, and they still want to make \$25. If only one child needs sibling care, we will not make enough to pay the caregiver
- We will set the price at \$18/day and collect payment when families sign up for assist days.(8 assist days x 18 = \$144, get check up front)
- We will have to modify the assist schedule, possibly having set days to make sibling care available; or grouping families together if they need sibling care so they assist on the same days. Families can only use sibling care on assist days.
- Will need green forms and white health cards participating siblings (get from Yvette.)
- Nancy will determine how much the emergency assist person will pay for sibling care.
- Nancy will manage the process and schedule care givers.
- Tonja or Nancy will put together something to go in orientation packet (Sept 9).
- Per Laura, we will wait until the retreat to finalize this program.

**Communication: Sarah Hafer**

- The newsletter will be published online only next year. We received feedback from parents that didn't want so much paper.
- Committee will send an email to members letting them know that newsletter is online now, but can be available as requested. The first week of school they will send out a form to return if families prefer a paper copy.
- Put in orientation packet
- Deadline for newsletter submissions is the 18<sup>th</sup> of the month; Sarah will send a reminder around 15<sup>th</sup>.
- Juli has big file of old newsletters she can pass on.

**Parent Education: Colleen Burroughs (orientation items/packets)**

- Passed around sign-up sheet for parent orientation meeting.
- Deadline for revisions to the parent orientation folder is July 13. Colleen distributed sections to each person responsible at tonight's meeting.
- It would be good to include the Winter membership meeting date in the folder. The committee will do this; it should be in mid January in the social hall.
- Juli thinks it should probably be a Wednesday evening, but that could change this year. Parking could be an issue.
- Laura will email us the dates we sign up for.

**Vice President: Amy Unsworth (Survey results)**

- She subscribed to Survey Monkey to get good data from our 34 participants. She will email her user name, password, and the website address so we can all review the results.
- She will keep the subscription until the beginning of July, and then cancel it.
- A suggestion was made to match new families with experienced ones at the beginning of the year to ease the transition into our program. We had a similar program called FUMCN buddies in the past, we can reconsider this.

**Treasurer: Barbara Hoffman**

- Please turn in any checks you may have (registration fees, fundraising)
- Updated reimbursement forms are in the file cabinet behind Juli's desk. They are now green.
- Staci asked when cutoff date (from one year to next) is: July 1

**Membership: Tori Booker**

- There is a new membership tour on our website.
- Enrollment for Fall
  - 3am: Full, 6 wait list
  - 3pm: 8
  - 4am: Full, 5 wait list
  - 4pm: 13
- Regarding low enrollment in the 3pm class – what should we do about the number of assist parents? This will be discussed at the August board meeting/retreat.
- Inquiries about financial aid and requests for applications should go to Barbara, but she is unsure of how to handle this. Whoever takes inquiry will deal with it or refer to Barbara.
- Brad Vincent says we should be able to set up remote phone retrieval

**Curriculum: Staci Almeida and Jenni Wilkening**

- Curriculum committee will be meeting next week; they are planning an “around the world” theme for next year.
- A high priority will be to schedule field trips as far in advance as possible.
- We should encourage people to carpool to field trips.
- Robin and Laura will work with Juli for total calendar, includes Tonja's stuff
- Jenni/Staci will send dates for field trips to Adele.

**Social: Karen Fry**

- Carnival made money! After all expenses, we made \$600.
- Having it here was easier for people to attend as well as less expensive to organize.
- Feedback was positive – people had fun, there was enough to eat, donations were received for games, it was a good value. Juli said it was the best attended end of year event ever.
  - Note: remember that it was held on the last day of school for future scheduling.
- September 9<sup>th</sup>: Orientation night – board brings food. Karen will send an email to get people to

sign up.

- Karen will be gone July and August but will be available through email.

### **Maintenance: Elizabeth Elder**

- Mandatory Maintenance for 4's (set up): Friday evening from 6-9pm and Saturday morning from 9-12.
- Pick a maintenance night – Wednesday in February (wait until July to schedule)
- Feedback – people like Friday nights because many follow with a date night.
- Last day of school will be 5/28; can we do cleanup the first weekend in June?

### **Supply/Equipment: Kelly Wiard, sign update**

- Sign issue was first discussed during the co-presidents' report. Whoever is doing must come up with a presentation to take to the trustees. Ellen was going to pass our information on to Jim Danforth, but hasn't been successful because he's hard to track down and too busy with building projects.
- Laura will prepare a presentation, to be given at the trustees meeting. Ellen will get the folder of information to her.
- There is a brand new sign at Ann Arbor Coop Nursery; we should have one visible from driveway.

#### Kelly's report

- She spoke with her father-in-law about making a sign for FUMCN. He needs more details (type, size, etc) before even beginning to price it out.
- Rather than a wrought iron post he would use aluminum to control cost.
- Laura will get the file from Ellen and take over. Colleen's husband will do free drawings for FUMCN if needed.

### **Fundraising**

- Moira – regarding next year's auction, do we want a dinner? Everyone agreed that it was a lot of fun, but there was a lot of work involved. We need people to help with clean-up as well as other functions.
  - If it is a dinner, we need to contact Adele and let her know.
- Last year, social committee members donated money (rather than an auction item) to cover the cost of food and decorations.
- Per Karen, social committee will prepare food; maintenance committee will do clean up (kitchen, clear tables, warming trays, etc).
- Colleen – dates should be available at orientation so people can sign up as an option for maintenance duty.
- Fundraising will need someone with very strong computer skills to produce an auction booklet.
- Moira (publicity) will send out auction invitations, but is afraid it will set a precedent (it should be a fundraising committee function). She will also retype the labels.
- Ms. Juli will coordinate the auction dinner.
- Ellen offered that WowMoms will put labels on invites, if we want. Who should be invited? People who came and bought?

### **Young 5's: Susan Sowder**

- Current enrollment is 8 (6 boys, 2 girls) for next year. Based on these numbers, we may not need an assist teacher. Is it possible to add Mary Page MWF?
- Field trips will be once a week. The plan was to always have a parent come, but it might be easier if they had Mary.
- Abbott has 30 kids in their young fives program (2 classes of 15). Our 5's class went on a field trip to check out the Kindergarten classes at Abbott.

#### Young 5's Dates:

- Meet the teacher 9/8 and 9/9
- First full day 9/10
- They will follow the AAPS calendar, but many dates are not yet set because teacher contracts are not yet signed (due in July)

### **Old Business**

- Sign information update (see above, Supply/Equipment)
- May Welcome Night review

### **New Business**

- Juli's email (over the summer): [juli@fumc-a2.org](mailto:juli@fumc-a2.org)
- 2 families are assigned to paint the play structure over the summer (for maintenance). The playground will be open, but volunteers will need to access the maintenance closet when the church is open.
- Board Retreat will be on 8/30/09 (Sunday) at 3pm
- 4<sup>th</sup> of July parade –Karen will send a reminder email to everyone who is enrolled for next year; someone will need to send her email membership list