

# WPNS Board Meeting 3.29.22

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## Attendance:

Whitney  
Joyce  
Rachel  
Kristen  
Anna  
Maggie  
Diane  
Lauren  
Izzy

Called to order at 7:10pm.

## Minutes:

- General updates (Lauren/Joyce)
  - Board Recruitment
    - Positions Filled:
      - President: Diane
      - Treasurer: Kristen
      - Membership: Whitney
      - Secretary: Rachel
      - Communications: Hannah
    - Positions Open:
      - VP Operations
        - Maybe Matt Farnsworth or Farnsworth parents do together
        - *UPDATE: Farnsworth parents are in!*
      - VP Fundraising
        - Maybe need to “rebrand” this one. People assume this means getting sponsors and asking for money which can be daunting, but it’s really just events that happen to fundraise and smaller passive fundraising that are already set up



- Membership meeting still in person - no masks required
    - If exposure occurs again we will need to do 10 days old mask policy per cdc guidance if it has not changed
  - Summer Camp
    - It's happening!
    - Will run ad for summer camp after open house
  - Enrollment - TK effects for next year
    - At the moment in a "good place" but always stressful around this time
  - Spring Break Travel Guidance
    - LA Public Health recommends quarantine for unvaccinated if going out of state and test between 3-5 days after return, return after 5 days if negative
    - We've always said we don't make the rules; we follow them so will leave the travel policy as is for now
  - Website Updates
    - Anna will talk to Tabitha about running through any website page updates; most updates have already been done but will do a double check
- Finance (Kristen)
  - PPP Forgiveness
    - Kristen going to follow up on confirming this is done
  - EIDL repayment starts in July
  - Funding meeting - Lauren and Joyce will discuss
  - Joyce needs a new computer - all voted YAY
  - August 1 - teacher pay bumps!
  - Lauren to purchase 11 x \$80 gift cards for gas for all staff
- Ops (Izzy)
  - A/C Maintenance Contract
    - 3 years
    - Cleaning Ducts - sit with Kristen and line item it to make sure it all makes sense budget wise
    - recommended is twice/year. Maybe we do once instead but we don't want to cut corners too much and then it ends up costing a fortune if have to replace ducts
    - yearly maintenance - includes 2 x per year cleaning, filter replacement every 3 months, preventative maintenance, etc...

- maybe if we buy filters ourselves he'll give us a deal?
  - Pretty significant savings compared to other companies
  - Get another quote anyways just to compare that it's similar maintenance schedule recommended and pricing
- Izzy approved to buy ladder
- Aaron Abad requested to come in any day to help fix a post per Joyce
- Workday April 9th with Rachel/May 21 with Maggie
  - With enough bodies we can tackle the sandbox project
  - Framing the garden area - have garden family job come on work day
  - Kids can come as long as parents can ensure they can follow directions and not inhibit the larger projects
- Fundraising (Sarah)
  - Raise Craze Idea to celebrate 70<sup>th</sup> Anniversary
    - Raise Craze - similar to 99 pledges,
    - 70 hours of Service or 70 acts of kindness for 70 years
    - Everyone creates some symbol of whatever it is they did and add it to some kind of art installation
    - We have about 70 families so if each family does at least 1 thing...
    - maybe counts for service hours as well? Dual incentive?
    - Instead of selling stuff that people don't need or want it follows a pay it forward model
    - Anna expressed confusion in terms of messaging around this so we're going to look into the idea further
  - Three Weavers for Parent Event/70<sup>th</sup> Anniversary Event Celebration
    - They would shut down brewery for us to rent the space on a weekend for \$5,000.00
    - 70 families would be involved
    - \$40/head for open bar and goes toward your fundraising goal - would break even at 120 people
    - Require pre payment and no refunds to cover
    - Pre-orders of "Not Available" t-shirts along with the drink tickets
    - Pre-order tickets and merch cheaper before event and more expensive at event
    - Waiting on budget approval from the venue
    - Jeannie to help as part of PNO?
    - Do a 50/50 raffle at the event itself
    - WPNS "Not Available" cups?
    - Family Jobs or service hours going at event as well

- Money Tree - put money on the tree!
    - Three Weavers can connect us to a food truck vendor
    - Izzy will ask his friend who is part owner at a bar - maybe much cheaper
    - Lauren asked venue if we can bring in wine and soft drinks
    - Date Idea - May 14<sup>th</sup>
  - See's for Easter - need to check in with Natasha to make sure all is set up and send out details
- Business (Rachel)
  - Happy Birthday, Teacher Annamarie! (March 30)
  - Happy Birthday, Teacher Jamie! (April 26)
  - Teacher Appreciation Week (May 2-6)
    - Will get budget from Kristen
    - Ideas! Call w/ Diane
    - Will set up Sign Up Genius ASAP
- Membership (Whitney)
  - Changes to Parent Work Day requirements: discussion
    - Whitney: explore idea of making it a requirement once or twice/year/family
    - Izzy: maybe 2 work days and 2 working parent days instead
    - Joyce: Reminder to membership that we are a coop and need parent participation in the classroom
      - Have convo at meeting around why there hasn't been much involvement and how to improve that and then put out a survey to membership
    - Anna: need to have a homebase either on the website or Brightwheel
      - a dashboard where each person can see where they're at in terms of requirements as well as a homebase where all volunteer links are in one place
  - Bubble Spreadsheet and Communication
    - In board drive the spreadsheet is broken out by bubble groups. To reduce the amount of duplicate communication that membership gets from the board the family is only grouped into one bubble. There's a note at the bottom of each page that notes if there's a sibling that is actually in a different bubble group
      - This is to prevent duplicate communication
    - Joyce: everyone needs to be bcc'd when emailing

- le: bday emails - it's parents' responsibility to go on website and check the roster - can get names of people in pods from vanessa and then go check the roster; or put invite in cubby
- Outreach and Events (Maggie)
  - Open House - Saturday, 4/2 1-4 pm
    - Sign Up Genius distributed - thanks, Lauren
    - Good to go on volunteers
    - Reminder that Maggie is unavailable to attend Open House
    - Ad is running on FB, and in Moms of Westchester group
    - Will add to Parenting in Westchester group Friday before
  - 4<sup>th</sup> of July event - we won't be involved (high effort, low return) but instead we will have a WPNS cheering section
    - Maybe white t shirts and tie dye party for representation, purple balloons?
  - Parent Eds
    - Patti F - in person
    - Scott Miller (2 nights) - in person
- Communications (Anna)
  - Website requests from [emails redacted for privacy].. Anyone recognize these? *NO*
  - Final numbers for minutes from last month - *done*
  - Will have next communications lead continue to do action items
  - Will continue doing weekly digest reminder emails with action items reminders - can set up automated with boomerang
- SBC/Personnel (Diane)
  - Staff Reviews - on the yearly calendar - membership reviews teachers and they go over them - Diane will set up survey monkey
- Staff Raises + new letters
  - New letters not needed- just adendums need to be sent out by Diane

Meeting adjourned at 9:37PM.