Board of Directors Meeting

Marine Village School

Thursday, May 5, 2022, at 700 PM

Via Zoom

**In attendance:**

* Win Miller (President - Chair)
* Jennifer Cress (Community Director)
* Pete Gardner (Vice President)
* Carla Guinee (Secretary)
* Brian Madder (Treasurer)
* Kelly Bock (Board Member)
* Ellie Holte (Consultant)

**Apologies:**

* Daryl Timmer (Board Member)
* Dave Dochniak (Board Member)

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1. **Record Meeting**

Meeting recording started at 7:04PM

1. **Call meeting to order**

Meeting called to order by Win at 7:05PM

1. **Approve the Agenda**

Win added a couple of items: Text reminders and sign up calendar to the agenda. No other changes/additions made.

*Motion by Peter, seconded by Win, to approve agenda carried unanimously.*

**Approve Meeting Minutes**

*Motion by Peter, seconded by Kelly, to approve last meeting minutes carried unanimously.*

1. **Community Director Report**

* Consider shortening the time for Open Houses as most people are showing up between 11:30AM-1:30PM.
* Having games helped as the last Open House, kept families and children engaged.
* Social media posts continue
* Updated event calendar on our website - many opportunities for volunteering are available so please sign up!
* Added Carla and Daryl to the website (new Board Members)
* Ellie suggested Jenn to obtain feedback requested from a parent who attended the last Open House – Jenn yet to hear from the parent.
* Poster created for our next Open House – 11 June. Jenn will be distributing these.
* Stillwater market has not gotten back to us – possibly not going ahead in our events calendar.
* Ideas for Open house/Open gym? Marine Library is also doing activities, so we need to keep that in mind.
* Jenn and Kevin (Mayor) working on a marketing idea for social media.
* Mailings and push down adds have also gone out this week.

1. **CSP Grant**

No update on this during our meeting.

1. **Policies to be acted on May 19**

Board member Kelly Bock had technical difficulties this week and could not access these policies. She will read them by this weekend and all board members will vote via email, so we don’t have to wait until our next meeting.

1. **Job Descriptions for approval**

Board member Kelly Bock had technical difficulties this week and could not access these job descriptions. She will read them by this weekend and all board members will vote via email, so we don’t have to wait until our next meeting.

1. **Enrollment**

* 23 enrollments to date – mainly in kindergarten, then spread out evenly between 1st to 4th grade, no enrollments for 5th grade.
* 2 tours this week, 1 more tour scheduled for next week.

1. **Open Houses** 
   1. Sunday, May 1: in coordination with City fun day at the school. Good turn out to our Open House between 12-1:30PM.
   2. Saturday, June 11 – going ahead as scheduled.
   3. July 3 and 4 – no open house on the 3 July. Parade will go ahead 4 July and we might do private showings of the school on the 4 July if there is interest.
   4. Other ideas:

* Kelly suggested we could organize playdates in the community to create interest/enrollments. And to try to involve parent’s children in the float on 4 July.
* Ellie suggested the mailings are still the most successful, paired with the one on one meetings at the school is a good strategy. Also chatting to families already enrolled and keeping them involved in all the events happening at the school.
* Jenn suggested Summer Tuesdays was a great way to get one on one opportunities to engage with families and strongly encourages we do it again this year.

1. **Parent Meeting Wednesday, May 18, at 600PM.**

**Action Item -** Win, Jenn, Kelly, and Carla to get together to organize content for the meeting. Ideas will be sent out to Board members to review and finalize what will be covered that night.

1. **Board**

**Action Item –** Board members to text Jenn their phone numbers and she will organize a group text reminder for meetings, events, etc.

**Action Item –** Jenn will be updating the volunteer spreadsheet and sending this around to board members again this week.

1. **Pioneer Press Web Ads**
   1. 20,000 Emails X 2
   2. 100,000 Push down ads
2. **Facilities**

**Action Item -** Office Furniture opportunity— Carla offered to organize inventory of what is required for office furniture, chairs for the conference room, and a chair for the front desk.  Win will then send our needs to Curt Moe, who has a connection for free furniture.

**Action Item -** Clean up in May – washing windows, vacuuming, dusting. A Sunday was suggested as weeknights are more difficult to organize.

1. **Discussion Items**
   1. Technology – public WiFi will be available.
   2. Food Service – Win continues to work on this. Any ideas/suggestions/assistance from board members is greatly appreciated.
   3. Transportation – Win continues to work on this. Any ideas/suggestions/assistance from board members is greatly appreciated.
2. **Next meeting via Zoom. Regular monthly meetings are 1st and 3rd Thursday of the month at 7PM.**
   1. Thursday, May 19, 2022 at 700 PM
   2. Thursday, June 2, 2022 at 700 PM
   3. Thursday, June 16, 2022, at 700 PM
   4. Thursday, July 7, 2022, at 700 PM
3. **Other items**

No other items were brought up for discussion.

1. **Adjournment**

Motion to adjourn meeting by Peter, seconded by Kelly. Meeting adjourned at 7:40PM.

Minutes taken by Carla Guinee.