

CLM Board Minutes
2/12/2009

- I. The meeting opened with a snack, devotion and announcements.
- II. Reports and updates
 - a. Council approved the Congregational Appeal and both proposed changes to the Employee Handbook. Susan (Social and Appreciation) shared final details for the Scrap From My Heart Fundraiser on 2/13 and 2/14. Stephanie Martino (PGO Liason) will continue to discuss fundraising ideas with PGO, including the Scrips program and a possible fundraiser night at Chuck E Cheese.
 - b. Administrator's Report
 - i. Registration materials are ready for distribution once fees are finalized.
 - ii. The Culvers fundraiser was a huge success and raised \$560. This may become an annual event.
 - iii. The Board discussed details for an Open House for prospective families on 3/5.
- III. Special Topics
 - a. Budget
 - i. There is now a projected surplus of \$971 for the end of the 2009 fiscal year based on information prepared by Rita Jenkins, Dennis Knutson and Becca Ziety. MLC will not be able to support a negative cash flow in 2010; CLM will have to access the line of credit to cover expenses if needed.
 - ii. The Board discussed ideas to improve cash flow. Payments will be collected earlier starting August 15th, 2009. The fee vacation policy was changed to allow a maximum of one week from June to August and one week from September to May, effective June 1st, 2009. The Board also discussed increasing enrollment and changing employee benefits.
 - b. The 2009-2010 Fee Schedule was discussed, including comparisons to other area programs and the impact of the economy and 4 year old kindergarten programs. Following discussion, the new fee schedule was approved.
 - c. The Board discussed waiting list policy. The policy was updated to emphasize that the waiting list is valid for the current session only and that families on the waiting list are allowed to register during the in-house registration period.
 - d. Chris will work with Pastor Jeff to set a date for the CLM Congregational Appeal.
 - e. Staff Appreciation will be celebrated during Week of the Young Child (April 19-25) or Teacher Appreciation Week (May 4-8).