



There was a meeting of the Friends of North Syracuse Early Education Program, Inc. on November 10, 2016, at Main Street School.

Attendance: Trisha Harp, Jennifer Higgs, Dawn Hussein, Jessica Kurpiewski, Kate Lane, Catherine Podolak, Kristin Pyer, Linda Kurpiewski, Sara MacMartin, Shannon Knapp, Shari Doherty and Janet Gonçalves.

The meeting was called to order at 6:38 pm.

Kate Lane made the motion to approve the minutes from the October 20, 2016, meeting as prepared and presented. Jessica Kurpiewski seconded the motion. The motion was carried unanimously.

*Treasurer's Report: There is currently \$52,800.88 on deposit with \$28,147.86 tied up from encumbered funds and budgeted commitments with \$24,653.02 available for use. The expenses for the month totaled \$1,534.71. Income for the month totaled \$902.13. Year-to-date expenses are \$3,600.55 and year-to-date income is \$1,364.93. Linda Kurpiewski made the motion to approve the Treasurer's Report as presented and prepared. Jessica Kurpiewski seconded the motion. The motion was carried unanimously.

*Change of accountant: Janet addressed that Darlene is not a CPA or certified agent. Concerns to change to a new accountant. Janet has retrieved several quotes of \$500 for tax preparation. We will discuss again in the near future to change for the 2016/2017 tax year.

* Wish Requests:

Gate and Knob covers from Gayle: The request was made to purchase door knob covers and 2 baby gates. The request was put to the rubric with a total of 15/16 points for approval. The purchase will be made by Catherine Podolak and Jen Higgs will email Gayle regarding the approval. Door knob covers will be donated.

Articulation Box, learning tools from Melissa Riter ST: The request was made for learning tools for the ST dept at a cost of \$294.55. The request was put to the rubric with a total of 14/16 points for approval. The purchase will be property of Friends of NSEEP. The purchase will be made by Catherine Podolak and Jen Higgs will email Melissa regarding the approval.

3 Rocking Chairs for Cheri Rotelli: The request was made for 3 rocking chairs. The request was put to the rubric with a total of 14/16 points for approval. Catherine Podolak will order.

*Technology Update-Shannon Knapp: Goal is to have them by 12/31/16. To be ordered under a business account. 1 year warranty and support included. Shannon is looking into setting up some how-to classes for the staff as well. iPads to be kept in a locked cabinet purchased by FNSEEP. Total for 14 iPads, Ruban cases and \$20 iTunes gift cards is \$9,510.60. Catherine Podolak will order under the Technology Fund.

*Update on quilt raffle: Catherine printed 120 tickets. Will be sold at cookies with Santa. Drawing will be held on December 16th.

*Update on Walkathon: Jessica Kurpiewski has finalized the letter written by Jennifer Higgs. She is planning on mailing letters by January 1st to all potential sponsors. The Post Standard has donated paper for the medals.

*Annual Giving Program: Marie Willis has mail merged all the address labels for us. Approximately 500 letters will be mailed out on November 16th along with a pledge card and return envelope.

*Grant ideas: Healthy eating, Yoga classes with Julie Daniels as well as the bathroom remodel were all discussed.

*School News- Dawn Hussein announced that the picnic tables and bench have arrived as well as the new entryway rugs requested by Charlie.

Open discussion: Janet Gonçalves proposed doing a Five Below fundraiser. FNSEEP will earn 10% of all sales during a specific time frame. Jennifer Higgs will send the flyer to the district for approval. Jessica Kurpiewski suggested maybe a Painting With a Twist fundraiser in the near future as well.

Sara MacMartin motioned to adjourn the meeting. Jessica Kurpiewski seconded the motion and it was carried unanimously at 7:49 pm.

The next meeting will be held on December 15, 2016 at 6:30 pm.

Respectfully submitted,

Kristin L Pyer