



There was a meeting of the Friends of North Syracuse Early Education Program, Inc. on October 20, 2016, at Main Street School.

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

The meeting was called to order at 6:37 pm.

Shari Doherty made the motion to approve the minutes from the September 15, 2016, meeting as prepared and presented. Sara MacMartin seconded the motion. The motion was carried unanimously.

\*Treasurer's Report: There is currently \$53,433.46 on deposit with \$29,047.23 tied up with encumbered funds and budgeted commitments and \$24,386.23 available for use. The expenses for the month totaled \$2,027.74. Income for the month totaled \$26.73. Year to date expenses are \$2,199.74 and year to date income is \$596.70. Sara MacMartin made the motion to approve the Treasurer's Report as presented and prepared. Jessica Kurpiewski seconded the motion. The motion was carried unanimously.

\*Wish Requests:

Two way radios requested by Mary Alice : The request was made to purchase 5/6 radios as there are more children with medical needs this year. The idea of replacing existing radios on an annual basis as needed was discussed as well. The request was put to the rubric with a total of 16/16 points for approval. The purchase will be made by Catherine Podolak and expensed under Building needs.

Replacement rug runners requested by Charlie: The request was made to purchase 2 replacement rugs for the gym area. Rug cost for two premium 4x8 brush dry mats is \$257.60 from Consolidated Plastic. The request was put to the rubric with a total of 12/16 points for approval. The purchase will be made by Catherine Podolak and expensed under Building needs.

\*Update on quilt raffle: Ticket prices will be \$5 each or 3 for \$10. Sales will start on November 8th and end on December 16th. Tickets will be sold at parent-teacher conferences and at Cookies with Santa. 3 handbags will be incorporated into the quilt raffle as a second chance raffle. The remaining handbags will be presented to the staff to purchase.

\* Update on Walkathon: Jennifer Higgs and Jessica Kurpiewski updated the sponsor letter. Jessica is corresponding with Coca-Cola and several other sponsors at this time. She is planning on mailing letters by January 1st to all potential sponsors.

\*Therapy Ball : The Therapy Ball will be held on April 27, 2017, at Barbagallo's. Jennifer Higgs discussed the survey results from last year and possible changes for this year. Some ideas were eliminating the photo booth, move the welcome table and set up additional tables for tickets.

\*Annual Giving Campaign: Jennifer Higgs and Catherine Podolak revised the letter which will be mailed following Veteran's day to alumni of the past 3 years.

\*Policy and Procedures update: Jennifer Higgs presented the updated policies and procedures including expectations of officers.

Open discussion: Jennifer Higgs motioned to appoint Trisha Harp as a board member. Catherine Podolak seconded the motion. The motion was approved unanimously. Jennifer asked that all board members submit a biography to be included in the monthly newsletters. Dawn Hussein presented a follow-up to the technology update. She asked that Jill Trubia, tech committee member and speech therapist, be included in any correspondence going forward. Jennifer Higgs emailed Syracuse University regarding grant writing. She provided an update on the cost of digitalizing records at \$125,000 which is not feasible at this time for grant writing. Dawn Hussein discussed the ongoing communication with the district in regards to replacing the carpet in the building over time. There will be a blanket collection district wide at the school coming soon. Dawn Hussein presented an overview of the upcoming budget.

Kate Lane motioned to adjourn the meeting. Jessica Kurpiewski seconded the motion and it was carried unanimously at 7:50pm

The next meeting will be held on November 10th at 6:30pm

Respectfully submitted,

Kristin L Pyer