



There was a meeting of the Friends of North Syracuse Early Education Program, Inc. on September 17, 2015 at Main Street School.

Attendance: Shari Doherty, Janet Goncalves, Tammy Harris, Dawn Hussein, Jennifer Higgs, Jessica Kurpiewski, Linda Kurpiewski and Catherine Podolak

The meeting was called to order at 7:37pm.

Shari Doherty made the motion to approve the minutes from the August 20, 2015 meeting as prepared and presented. Dawn Hussein seconded the motion and it was carried.

*Treasurer's Report: There is currently \$51,860.17 on deposit with \$23,327.89 tied up with encumbered funds and verbal commitments and \$28,532.28 available for use. The expenses for the month totaled \$169.97. Income for the month totaled \$113.80. Jennifer Higgs made the motion to approve the Treasurer's Report as presented and prepared. Janet Goncalves seconded the motion and it was carried.

*Purchasing Guidelines: Catherine, as outgoing Treasurer, drafted guidelines to use when purchasing anything for FNSEEP, whether it be a wish item or supplies. Table approval until the next meeting for time to type up a proper policy and procedure.

*Wish Requests: No requests this month.

*Annual Giving Letter: Tammy has taken on this task and asked for ideas for the direction of the letter and who we plan on targeting. There was discussion that the initial campaign would be targeted to alumni parents. Tammy asked for any ideas to be emailed to her and she will work on this for the next meeting.

*Bylaws Update and Approval: The updated Bylaws were represented. Catherine Podolak made the motion to approve the Bylaws Update as presented and prepared. Dawn Hussein seconded the motion and it was carried. The Executive Board signed the Bylaws.

*Technology Update: Jennifer had received an update from Shannon Knapp.

*Tile Wall: Jessica has been in touch with our tile representative, Brian. He is going to call the company that is producing the tiles as he feels that he is getting the run around. Jessica is also running into a road block with Best Tile for the installation of the tiles. It appears that our project is too small for them.

*FNSEEP Shirts: Jessica and Jennifer have been researching shirts for the board members. They went to Papa Sports to get a quote. The minimum order is for 12 shirts. The initial setup fee for the logo for the printing on the shirts is \$80.00, for all of the colors of the logo, and then each

shirt would be roughly \$10.00 each. Larger sizes will cost a bit more. Jennifer is also going to get a price quote from Assante Design or see if they could recommend someone. Jessica has calls into other printing and embroidery companies.

*Other Business: Syracuse Trim will be in the school on September 23rd for the install of the window tinting. Jessica also spoke with someone at the Syracuse Crunch for a fundraising night. Each ticket would be \$15.00 our cost and then we could increase the ticket amount for fundraising purposes. After discussion, it was decided that this event is not for us or our school age group. Jennifer also stated that she was looking into a fundraiser with Get Air. Once she gets more information, she will forward it onto the group. Therapy Ball is booked for April 14, 2016 at Barbagallo's. Dawn submitted information to the group in regards to fresh fruit for the program. The monthly expense to cover this would be approximately \$142.80. This total came from food services. This amount is currently almost double the budgeted monthly amount. There was discussion regarding the supplementing of the snack program. At this time, the budgeted amount will stand.

The next meeting will be held on October 15, 2015 at 6:30 pm at Main Street School.

Linda Kurpiewski motioned to adjourn the meeting. Shari Doherty seconded the motion and the meeting was adjourned at 8:55 pm.

Respectfully submitted,

Jennifer Higgs
Secretary