Arizona Language Preparatory
Board Meeting Minutes
March 15, 2012
11:00AM – 12:00PM
751 E. Union Hills Dr., Suite 19, Phoenix, AZ 85024

Members Attended: Emily Sheen, Denisse Ramos, Sara Hecht
Members Absent: Teri Lee and Cathy Kirk present their resignation to ALP BoD.
Other Attendees: None

I. Welcome and meeting called to order at 11:00am - by Emily to all present members
II. Board member resignation – Teri Lee and Cathy Kirk have resigned from ALP BoD due to personal commitment.
III. Charter updates – Emily will start working on the charter process in April to submit the paperwork in June and make sure we are complaint before deadline in July.
IV. 501c3 updates- approved. Francesca Schultz proposed activities for advertisement and fundraising. Natalie Vadnais suggest a Cookbook as fundraising activity. A Special meeting will be called in April time frame to talk about fundraising activities.
V. Operation updates FY2011-2012
   a. Enrollment updates – Since beginning of school year ALP loose 8 students. Current students enroll 9 students.
   b. Recruiting FY2012-2013 – Proposal from Cactus mailing company $1350: one time delivery. Emily will ask for another quote for 3 times delivery to target zip codes. BBA families interested in ALP kindergarten. Orientation night schedule for 3/23/12 5:00PM – 6:00PM.
   c. Half Day Spanish/English only kindergarten proposal- Emily and Denisse will work in a proposal for half day bilingual kindergarten Spanish/English program for fall semester.
   d. Logo proposal – Approved 100% by board members. New logo is shown below

VI. Financial Update
   a. Review FY2011 Aug – Dec financial update- approved
   b. FY2011-2012 refund policy – A refund acceptance letter will be provided to families who request a refund in tuition for 2011-2012. ALP will refund Emily her contribution to start ALP back in 2010 with interest.
VII. Fund raising options – will contact Francesca Schultz to schedule a meeting with PTO and discuss fundraising options.
VIII. Next meeting BoD – Denisse will call to a meeting within the next quarter.
IX. Adjournment – 11:29am.
X. Minutes submitted by Denisse Ramos.