

**Agenda: Playschool Board Meeting Minutes**

**Date:** Wednesday, August 5, 2015 – 8:00pm @ Tyler’s.

Attendees:

Tyler Schwartz, Sarah Flood, Serena Matchett and Becky Mercereau.

<b>Topics</b>	<b>Who</b>
<p><b>Success/Recognition</b></p> <ul style="list-style-type: none"> <li>Kristy Bruce, Serena Matchett and Becky Mercereau for helping make summer camps a success</li> </ul>	All
<p><b>Adoption of Previous Minutes</b>            Moved by Becky and Seconded by Tyler;            “To adopt the meeting minutes for the last meeting.”            APPROVED</p>	All
<p><b>Agenda – Additions/Changes</b>            N/A</p>	All
<p><b>Given our current enrollment projections for the fall, how many days/week and which days do we want to operate?</b>            Moved by Becky and Seconded by Sarah;            “That we operate 2 days a week, being Wednesday and Thursdays.”            APPROVED</p> <ul style="list-style-type: none"> <li>Confirm with registered parents which day they prefer</li> <li>Try to fill any empty spots</li> <li>Keep a waitlist for a third day if needed (would want 4 or 5 kids to consider this)</li> </ul>	
<p><b>Given our current YTD actus &amp; budget, do we want to do anything differently before fiscal year end?</b></p> <ul style="list-style-type: none"> <li>Tyler to talk to Robin about ordering a \$250 part for the dryer</li> <li>Consider purchasing a new stove at a later date as it isn’t really used</li> </ul>	
<p><b>What changes/adjustments do we want to make to the 15/16 budget?</b></p> <ul style="list-style-type: none"> <li>Add revenue for Purdy’s, Bingo and gaming grant</li> </ul> <p>Moved by Tyler and Seconded by Serena;            “That the fees for the 2015/2016 year be as follows: \$40 for a full day, \$25 for a half day, \$30 for the shortened day spot and \$10 for the before and after school spot that has been approved by the Board for the instructor and that drop in rates will be the same.”            APPROVED</p> <p>Moved by Becky and Seconded by Sarah;            “That the playschool hours will be from 8:00 am to 4:30 pm, with the instructor working 7:30 am to 5:00 pm and the playschool will accept some leniency if approved beforehand for parents who cannot make these cutoffs.”            APPROVED</p>	
<p><b>Winner of Small Town Love Draw</b>            Alexis Flood won 50% off her tuition for the first 3 months.</p>	
<p><b>How to approach discounts for board members for 15/16.</b>            Moved by Tyler and Seconded by Serena;            “That board members will receive a discount on tuition of \$5/day or \$2.50 for half days.”            APPROVED</p>	
<p><b>AGM, September 16<sup>th</sup> at 7pm at Playschool – What work needs to be done in advance?</b></p> <ul style="list-style-type: none"> <li>Tyler will send out a PSA</li> <li>Becky will advertise in the Bulletin</li> </ul>	

<ul style="list-style-type: none"> <li>• Try and get people to come to AGM and scout out people to join the board</li> </ul>	
<b>Summer Camps</b> <ul style="list-style-type: none"> <li>• Should consider guidelines for parents (snacks, indoor shoes, field trips, etc.)</li> <li>• Should consider having parents sign waivers</li> <li>• We should break even on the summer camps</li> </ul>	
<b>Fall Sign-Up Night</b> Moved by Becky and Seconded by Sarah; “That it be approved for Serena to attend the Fall Sign-Up Night and be paid for her time.” APPROVED	
<b>New Business</b> <ul style="list-style-type: none"> <li>• Requested that a thank you letter be sent to Hydro and District of Hudson’s Hope for the donation/grant received from both.</li> </ul>	

**Meeting Adjourned:** 10:09 pm

Next Meeting Date: AGM with First Meeting of New Board to Follow on September 16th