

## **Agenda: Playschool Board Meeting Minutes**

**Date:** Wednesday, September 22, 2015 – 8:00pm @ the Playschool.

Attendees:

Tyler Schwartz, Sarah Flood, Serena Matchett, Becky Mercereau, Tawkir Azad, Sarah Schnare, Amanda Goettemoeller, Craig Stephenson, Nicole Gilliss.

<b>Topics</b>
<b>Appointment of Officers:</b> <ol style="list-style-type: none"><li>1. President – Craig Stephenson</li><li>2. Vice-President – Tawkir Azad</li><li>3. Treasurer – Sarah Flood</li><li>4. Secretary – Becky Mercereau</li><li>5. Registrar – Sarah Schnare</li><li>6. Member at Large – Amanda Goettemoeller</li></ol>
Tyler will submit the BC Registry Services Form.
<b>Confirm Signing Authority Roles</b> The following roles will have signing authority: President, Vice-President, Secretary, Treasurer and Registrar.
<b>Confirm Meeting Chair and HR Committee</b> The Chair will be Craig and the HR Committee will include Craig, Tawkir and Sarah S.
<b>Instructors Report &amp; Registration Update</b> <ul style="list-style-type: none"><li>• Substitutes are Jovita and Kelly and any new people who are interested can submit their resumes to Craig</li><li>• No waitlist at this time</li><li>• To get someone in to set traps, etc for the mice would cost approximately \$245</li></ul>
<b>Students/Class Picture Proposal</b> Moved by Sarah F. and Seconded by Becky; “That the Instructor send out and email PSA and put up posters asking for proposal and prices to do the Playschool Student and Class Pictures this year.” APPROVED
<b>Playground Equipment</b> Moved by Sarah F. and Seconded by Amanda; “That the Instructor be authorized to purchase consumer grade playground equipment up to the amount of \$2,000.” APPROVED <ul style="list-style-type: none"><li>• We may be able to get some free labor from United Way if the playground will take some time to install</li></ul>
<b>Fall Fundraising – Bingo and Purdy’s</b> <ul style="list-style-type: none"><li>• Tawkir will take the lead on the Purdy’s fundraiser</li><li>• A Bingo will be scheduled for February and be led by Nicole</li></ul>
<b>Tuition for half months</b> <ul style="list-style-type: none"><li>• We will leave the fees schedule as is, with parents paying for 4 weeks of Playschool each month, whether or not the school is open</li><li>• Amanda and Becky will advertise the drop-in spots</li><li>• Sarah F. will speak with any parents who still owes money</li></ul>
<b>2015/2016 Playschool Budget</b> Moved by Sarah F. and Seconded by Becky; “That the 2015/2016 Budget be approved as amended with the \$2000 playground equipment purchase.” APPROVED

**Transition Planning**

- New board members can speak with the person who was previously in their position if they have any questions.

**Volunteer of Web Master**

- Becky will take a look at the webpage

**Selling Spots**

- We will revisit the option of allowing parents to either sell their spots if they are vacation or having the Playschool re-sell spots when we are completely full.
- At the current time as there are still spots available the need doesn't seem to be here to make this policy

**Meeting Adjourned** (went In-Camera): 9:45 pm

Next Meeting Date: November 5<sup>th</sup> at 8:00 pm at Craig's.