**Attendees /Distribution To:**

| A | D | Name | Position | Contact Information |
| --- | --- | --- | --- | --- |
| X |  | Amber Vander Leest | President | president@humblebeginningsplayschool.ca |
| X |  | Monika Bustin | Vice President | vicepresident@humblebeginningsplayschool.ca |
| X |  | Tamara Perry | Treasurer | treasurer@humblebeginningsplayschool.ca |
| X |  | Kendra Fisher | Secretary | secretary@humblebeginningsplayschool.ca |
| X |  | Karaleigh Stepanko | Fundraiser Coordinator | fundraising@humblebeginningsplayschool.ca |
| X |  | Nikki Hutchison | Volunteer Coordinator | volunteercoordinator@humblebeginningsplayschool.ca |
| X |  | Candace Rosenke | Media Coordinator | media@humblebeginningsplayschool.ca |
| X |  | Shelby Gray | Registration Coordinator | registration@humblebeginningsplayschool.ca |
| X |  | Samantha Besler | Teacher | teacher@humblebeginningsplayschool.ca |

* Attendee list in Appendix A- Tasha Dufault,

**Minutes:**

| ITEM | SUBJECT | DESCRIPTION | MOTIONED BY | 2nd APPROVAL | FOLLOW UP ACTION |
| --- | --- | --- | --- | --- | --- |
| **1.0** | **GENERAL** | - | - | - | - |
| 1.1 | Call to order | Call to order at: 7:22 | Amber | N/A | N/A |
| 1.2 | Review Previous Meeting Minutes | Corrections: |  |  | None |
|  |  |  |  |  |  |
|  |  |  |  |  |
| ITEM | SUBJECT |  | FOLLOW UP ACTION |
| **2.0** | **BOARD REPORTS** | - | - |
| 2.1 | President Report | -Got the logo and apparel ordered-You can still order if you would like -Delivered a refund cheque -Shelby and Amber are going to get together and make new registration packages  |  |
| 2.2 | Vice President Report | -Finally got into the Child Claims System(affordability grants). We got all the paperwork done. We can have logins for 3 people into the account. It's due every two months. -We have to do a key sign in and sign out. We need to sign the forms-How long do we need to keep students files for? 7 years. Talked about filing systems.-Yearly rental fees are coming in Mar/april. Monika asked the question: do we get billed for operational costs (in the budget as shared expenses). They have never billed us, wondering if we need to ‘donate’ the $1000 to cover this amount. Amber suggested waiting to get the info back from the accountant. - Our insurance does not cover any circumstances where we take money off the property except going directly to the bank. How do we circumvent this? Volunteers counting at school? Making sure parents double check their own orders. Asking a parent to do the first count to match money up to orders.  | **Add to next month's agenda donate $1000 for supplies** |
| 2.3 | Treasurer Report | -As of Nov. 2023Spirits account - $ 26 109.74Saving - $20 718.39AGLC - $2000-Amber and Tamara have been filing all of our information with the CRA as board members they will pass all the information off to the accountant-the affordability grant has been submitted with all the information they did have-if its not approved the accountant will amend it and resubmit it-hoping the accountant will finish the books before the end of the year.  |  |
| 2.4 | Secretary Report | -Is anyone seeing the agendas and minutes on the drive when I share them?-Having a shared drive would be fantastic |  |
| 2.5 | Fundraising Coordinator Report | -Bear tracks is a bit of a mess because we have extra pails (Profit from the fundraiser 2092.50, it will be more when we sell the rest of the pails) 23 Pails are in the shed but some are sold. -A&A Sausage Is a written Invoice and we do not have to pay GST which means we made more-Perogies we haven't figured out profit as of yet we are waiting on a invoice-We need to notify the families that are under the $100 fundraising and figure out if they want to make up the difference or have it roll over. If they are under we will contact them if we do not hear back in a week we will just go ahead and deposit their cheques  |  |
| 2.6 | Media Coordinator Report | -We are going to open registration up at the same time as the school. -it will be in Jan for sure -We are doing a beach day in Jan. 15th-Field trip in Jan to treehouse need to decide what time and what tickets we want ($6.95 or 11.95 for a full day) |   |
| 2.7 | Registrar Report | -Shelby and Amber are going to get together and make new registration packages -Need to decide on registration date-Want to keep registration at 16 students per class |  |
| 2.8 | Volunteer Coordinator Report | -sent out weekly rosters and cleaning -added christmas concert set up on sign up genesis NEED MORE TALL MEN for the heavy high set up-No kids at the monthly clean ups-Potluck sign up on the sign up genesis-setting up christmas concert on DEC 16 |  |
| 2.9 | Teachers Report | -Things are going well-had to speak to a few parents about kids behaviors and it seems to have improved-May need to send out a email to parents to limit how many snacks you send with your child |  |

| ITEM | SUBJECT | DESCRIPTION | RAISED BY | 2nd BY | VOTES FOR | VOTES AGAINST | FOLLOW UP ACTION |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.0** | **OLD BUSINESS** | - | - |  | - | - | - |
| 3.1 | Website | **Push to March** | Candace |  |  |  | Put in march agenda  |
| 3.2 | Hiring a EA | Job posting is made, looking to have a hire made by Jan. Sam should be included in the hiring process Wage- $16 if you do not have a level one. if you have a level one $18. Send resumes to Sam and she will forward on the applicable applicants to Monika and Amber. Hoping to have interviews the first week of Jan.  | Monika | Kara | 10 | - | Hire EA |
| 3.3 | Christmas Ornaments  | Changing the layout to fit the ornament design better |  |  |  |  |  |
| 3.4 | Board Position Length of time | 6 years as a board member  | Amber | Candace | 10 | - |  |
| 4.0 | **NEW BUSINESS** |  |  |  |  | - |  |
| 4.1 | Christmas Concert | Set up is the Dec 16Concert is 12:30-2:30Each class has 3 songs Hoping to do one together possibly - email to come from Sam. Have a RSVP on sign up genesis |  |  |  | - |  |
| 4.2 | Work experience from Calmar Secondary | Sent a licensing email about work experience, according to them they can not be alone with the kids, notify the parents. This would be until february. The highschool would need to come for a visit. This is an unpaid position. Tehy will need to sign a privacy agreement  |  Monika | Kara | 10 | - | someone from highschool will come look around |
|  |  |  |  |  |  |  |  |

| ITEM | SUBJECT | RAISED BY | DESCRIPTION | FOLLOW UP ACTION |
| --- | --- | --- | --- | --- |
| **5.0** | **INFORMATION** | - | - | - |
| 5.1 | Oilers Tickets Fundraiser  | Candace | Candace Picked a winning ticket - $1000 was raised  | Matt Fisher won |
| 5.2 | Monthly Meetings & Agenda |  |  | INFORMATION ONLY |

| ITEM | SUBJECT | RAISED BY | DESCRIPTION | FOLLOW UP ACTION |
| --- | --- | --- | --- | --- |
| **5.0** | **ROUND TABLE** | - |  |  |

| ITEM | SUBJECT | DESCRIPTION | FOLLOW UP ACTION |
| --- | --- | --- | --- |
| **6.0** | **GENERAL CLOSING** | - | - |
| 6.1 | Next Meeting | Date: January 10, 2023Time: 7 PM, New Humble Location: New Humble School Preschool Classroom/gym  | To be posted immediately on Social Media. |
| 6.2 | Meeting Adjourned | Adjourned at: 9:25 by Amber, seconded by Shelby | - |

CONFIRMATION OF MEETING MINUTES

I, the undersigned, have read the attached minutes and confirm that they are accurate.

Amber Vander Leest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monika Bustin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tamara Perry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by:

Candace Rosenke

Media Coordinator - HBPS