



MEETING MINUTES 10/03/2023 6:07 PM

HBPA – BOARD MEETING #1 - 2023/24

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- April, Ashley, Kory Gora, Sam Magnowski, Tasha

Minutes:

ITEM	SUBJECT	DESCRIPTION	MOTIONED BY	2 nd APPROVAL	FOLLOW UP ACTION
1.0	GENERAL	-	-	-	-
1.1	Call to order	Call to order at: 6:07	Monika	N/A	N/A
1.2	Review Previous Meeting Minutes	Corrections:			None

ITEM	SUBJECT	DESCRIPTION	FOLLOW UP ACTION
2.0	BOARD REPORTS	-	-
2.1	President Report	-insurance has been paid -Krista with licencing will be out in November please make sure all parents have criminal checks complete	
2.2	Vice President Report	-Gov. of AB account, Monika is struggling to get her own password for the account. She has emailed twice to try and get it and it's not currently working. She will work with Matt and try to figure it out.	

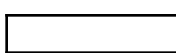




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		-Please make sure we use BCC when we email parents, for safety purposes.	
2.3	Treasurer Report	-Had questions about reporting funds and how to explain it all. -AGLC funds Sept 23/23 - \$2141.36 Chequing Community Spirit Sept 23/23 - \$25 235.17 Savings Sept 23/23- \$20 630.76	Speak with Amber about \$1000 Deposit
2.4	Secretary Report	-Need to still get email set up	-Talk to Candance
2.5	Fundraising Coordinator Report	-Chip fundraiser due October 4, 2023 -We are accepting cheques not E-transfers. -Bike- A-Thon is due on Oct 11, 2023 or at Bike-a-thon -Bear tracks hoping to Start Oct 11, 2023 -Bear tracks orders have to be in on the Nov 13, 2023 -Perogies/Sausages will be end of November forms need to be submitted, delivery in December -Decided to skip poinsettias Fundraiser	
2.6	Media Coordinator Report	-Website has been updated -if we are going to change the website we do not have to renew the domain till June so we have time to decide -We double checked that we are all working off of the same worksheets on Google docs. -Important days to note in November (Remembrance day, Day light savings, Teddy bear tea party,) -Plan to do teddy bear Tea party November 29, 2023	
2.7	Registrar Report	-Still need some cheques and criminal record checks	
2.8	Volunteer Coordinator Report	-Roster and cleaning reminders have been sent out -Lots of volunteer spots are being filled	



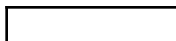


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		<p>-currently one person short for bike-a-thon, but we are not worried about it getting filled. It will easily get filled on the day of.</p> <p>-need to use different cleaning checklist one that Sam sent Monika</p>	
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ITEM	SUBJECT	DESCRIPTION	RAISED BY	2 nd BY	VOTES FOR	VOTES AGAINST	FOLLOW UP ACTION
3.0	OLD BUSINESS	-	-		-	-	-
3.1	Meeting with old members	All of us have got most of our new positions in place					
3.2	Shed	Quote has been sent, Builder is hoping to build it off site and haul it to the property					
3.3	New logo	Kendra and Sam need to chat and will get some good ideas of what we are looking for.					
4.0	NEW BUSINESS					-	
4.1	Picture Day	Photos are being edited and it's going well. Retake's Edits will take a little longer. Hopefully will get back in 1-2 weeks at most				-	
4.2	PD	Sam found a PD in Calgary Called Forest play (running for 12 years) focuses on helping kids focus on Nature Costs \$80.00. We will pay for Sam to go and fuel and 2 meals.	Pay for Sam to go and for fuel and meals motion made by Monika	Nicky	8	-	
4.3	Bookkeeper	Amber found a book keeper. She is \$70/hr. It was hard to find someone to do bookkeeping for a non for profit organization. Estimating it would cost \$200 a month. Tamara	Do we want to go ahead with the book keeper.	Kara	8	-	We will Let Amber know that this is a go and hopefully get



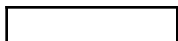


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		would like to speak with her to see who covers what tasks.	Motion made by Kendra				Tamara and her in contact with eachother
4.4	Food list for Halloween Party	Nicky has questions about the Food List for this party. Where is the sign up list and what types of food do we ask for.					
4.5	Food for Bike-athon	We supply everything (burgers, chips and juice boxes) No one wants to make 150 burgers, so we suggested pulled pork. Just need to have it picked up and made. We will need 25 lbs of pulled pork and 60-70 hotdogs. Sam knows someone that can make and freeze the pulled pork for cheap. Shelby will pick up. Use sign up genius to get a good head count and ask people to bring something for potluck for side or deserts. Reminder for everyone to bring helmets.					
4.6	Google Email groups	We want to make groups for easy emailing within the preschool. So we will have a deer, owl, board group					Monika and Candace will look after

ITEM	SUBJECT	RAISED BY	DESCRIPTION	FOLLOW UP ACTION
5.0	INFORMATION	-	-	-
5.1	Seesaw	Sam	It is a little slower than Sam would like, Raised the question is she can add all the photos to the	Sam will continue to try and use it





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			app if there are no FOIP kids. We all agreed that it is ok to share the photos in a large group.	
5.2	No school due to weather	Sam	Sam will call the days that we close the playschool due to the weather being too bad.	

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: November 9, 2023 Time: 7:00PM Location: New Humble School Preschool Classroom/gym	Next Meet December 7 at 7 PM
6.2	Meeting Adjourned	Adjourned at: 7:26PM by Monika,	-

CONFIRMATION OF MEETING MINUTES

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

Amber Vander Leest _____

Monica Bustin _____

Tamara Perry _____

Prepared by:
Kendra Fisher
Secretary - HBPS

