



Carstairs Playschool Society
Annual General Meeting Agenda
September 8, 2019

- 1) Call to order
- 2) Approval of 2018 Minutes
- 3) Introductions
- 4) Chairperson Report
- 5) Manager's Report
- 6) Financial Report
- 7) New Board Positions
- 8) Round Table
- 9) Adjourn



Carstairs Playschool Society
Office Managers Report
For the Fiscal Year Ending July 31, 2019

1) Enrollment

Year	Children	PUF Students
2014-2015	69	Unavailable
2015-2016	62	6
2016-2017	53	11
2017-2018	50	9
2018-2019	50	9
2019-2020	50	7

2) Survey

Results from the third annual Parent Survey, were similar to previous years, with 26 surveys being returned (24 for 2018 & 25 for 2017). In this survey, Gross Motor was separated into Fine Motor and Gross Motor to better differentiate the two. There were no “Dissatisfied” survey results compared to 3 in 2018 and 6 in 2017. Overall results were on par or better than previous years. Areas of focus for 2019/20 would be communication of fundraisers and either bring in members of the community or taking more field trips to areas around Carstairs.

3) Rental agreement

Steps have been taken to acquire a signed rental agreement with Living Hope Community Church. In the spring a meeting was held with the Church representative to discuss and revise the previous expired contract. It was agreed there would be a small rental increase to \$1133.00 per month, running from September until June of the 2019/20 school year (up from \$1100.00 monthly). Future rental increases are to be presented to the Carstairs Playschool Society prior to January 1st for budgeting purposes.

4) Late Pickup Policy Added

Due to frequent and lengthy late pick ups by parents, the Playschool has added a Late Pickup Policy. After two verbal warnings from staff members, parents will be charged \$10 per 5 minutes late pick up fee. This has been added to the handbook, welcome package email and will be included in the September newsletter.

5) Reading Nook

Funds were raised for the creation of the Reading Nook. Utilization of the area has been added to the daily schedule as well as open for us during free play.

6) Donation

Viterra Crossfield made a \$300 donation in August of 2018.



7) Development of Promotional Items

An area of focus for the year was public awareness of the playschool. Funds were spend creating t-shirts for key staff and board members, a new banner for events, business cards for distribution, door signage for better visibility

8) Monthly Staff Meetings

Implemented Monthly Staff meetings to increase communication between staff, office manager and chairperson.

9) Pool Party

Due the expense of holding a 4 year end parties at Carstairs Gymnastics, it was decided to hold 4 class year end parties within the playschool space and then hold a Pool Party for all families to enjoy. The pool party had ~70 people attend. Costco donated \$100 to help cover the cost of food.

10) New Teacher Assistant hire

October 2018 previous Teacher Assistant handed in notice of resignation. Board and Staff went through the process of hiring a new Teacher Assistant. Michelle Johnson was successful applicant.



Carstairs Playschool Society
Financial Report
For the Fiscal Year Ending July 31, 2019

- 1) Fiscal year ending Income vs. Expenses:
 - a. Program Income \$71938.75
 - b. Fundraising Income \$6365.94
 - c. Operating Expenses \$75228.98
 - d. Ending profit of \$3342.35
- 2) Balances as of July 31, 2019:
 - a. General Chequing \$11161.02
 - b. GIC \$16930.23* previous balance as have not received new statement
 - c. GIC Credit Card \$2070.61* previous balance as have not received new statement
- 3) T2 filing is due by October 31, 2019. A financial audit by third party bookkeeper will be conducted prior to completion of T2 filing.
- 4) The Playschool's Alberta Child Care License expires October 31, 2019. Fire Inspection has been done and we are currently working on areas of need and will have application in by September 30th. No issues are expected.
- 5) After close review of expenses, I have found several areas of savings.
 - a) Telus – Moved from monthly contract to Pay & Talk set up. This account has ~ \$100 credit, which should cover most of the 2019/20 year
 - b) Asking for School Supplies and specific monthly donations
 - c) Continue with Bulk Ordering, when possible
 - d) Possible decrease in teacher assistant hours due to reduced number of children in Monday Wednesday afternoon class.



Carstairs Playschool Society
Annual General Meeting Minutes
September 11, 2018

Present: Melanie Lorek, Janene Andrews, Danielle Gerle, Lorraine Coutts, Gail Schwartz, Jennifer Kells, Franca Young, Erin Currie, Andrew Taks, Mykaela Ryrie

- 1) Melanie Lorek called meeting to order at 7:17pm
- 2) Melanie Lorek introduced her self as outgoing Chairperson. Introductions were made around the table
- 3) Melanie Lorek presented Chairpersons report as attached
- 4) Gail Schwartz presented Managers report as attached
- 5) Gail Schwartz presented Financial report as attached
 - a. Gail Schwartz added the Coop Westview donation for all the supplies to make playdough that was received in November of 2017.
 - b. Gail Schwartz also added that a \$300 donation was received in August of 2018, which covered the expense of the new bulletin board.
- 6) Melanie Lorek reviewed each Board of Directors position with details of the responsibilities.
 - a. The new Board of Directors are as follows.
 - i. Chairperson – Janene Andrew
 - ii. Vice Chairperson – Vacant
 - iii. Secretary – Jennifer Kells
 - iv. Scholastic – Franca Young
 - v. Fundraiser – Mykaela Ryrie
 - vi. 4-Year Old Representative – Vacant
 - vii. 3-Year Old Representative – Erin Currie
 - b. Melanie Lorek distributed Member Code of Ethics document. Details were provided as to the confidentiality and ethical responsibilities of each Board of Directors and grounds for removal. Each new Board of Director provided signature.
 - c. The new Board of Directors was advised of having to provide the Carstairs Playschool Society a up to date Criminal Check which will be kept on file until that member is no longer on the Board of Directors.
 - d. Janene Andrews, 2018 2019 Chairperson, and Jennifer Kells, Secretary, will have signing authority on all BMO bank accounts. Gail Schwartz will provide the BMO bank with Annual General Meeting Minutes for signatures to be updated.



7) Round Table

- a. The new Board of Directors had great open discussion regarding Media releases and parents posting photographs of children in the playschool. Janene Andrews and Gail Schwartz, each will research this issue. Further discussion will take place at the next board meeting.
- b. Melanie Lorek and Gail Schwartz outlined areas of need for the 2018 2019 year.
 - i. Newsletter – Gail and Danielle have planned, and newsletters will be emailed out by the third week of the month prior.
 - ii. Experiences/Excursions – Previous Board of Directors and Danielle came up with a list of possible new ideas for the children to experience. Gail Schwartz has been working on exploring some of these ideas. Further discussion will take place at future meetings.
 - iii. Fundraising/Casino – Gail Schwartz is working on an AGLC application to possible be on the Casino rotation. Further work is required.
 - iv. Safety Program and Rollout – A details policy needs to be created including a check list insuring documentation of safety regulations is being met.

8) Meeting was adjourned at 8:54pm