

Carstairs Playschool Society  
Annual General Meeting  
September 19, 2023

- 1) Call to order
- 2) Introductions
- 3) Review and Adopt Agenda
- 4) Review and Adopt Meeting Minutes September 2022
- 5) Manager's Report
- 6) Teacher's Report
- 7) Financial Report
- 8) Board Elections
  - a) Chair
  - b) Vice
  - c) Secretary
  - d) Fundraising
  - e) Class Rep
  - f) Scholastic
  - g) Member at large
- 9) Round Table
  - a) Fundraisers
  - b) Meeting Dates
- 10) Adjourn

Carstairs Playschool Society  
Manager's Report

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	47	6
2020-2021	49	N/A
2021-2022	69.5	5*
2022-2023	61	6
2023-2024	59	8*

2. Operations

a. 2022/2023

- i. Difficult year for staff
- ii. Complex needs
- iii. Short staff

b. 2023/2024

- i. Will hire additional staffing if needed
- ii. Mandatory training for staff
- iii. Incident Reporting
- iv. Seeing more families want 4 days per week
- v. Moved to Google Doc for Attendance (time saved)
- vi. Moved to Google Doc for Timesheets

3. PUF program

a. 2022/2023

- i. Difficult with staff being at training at the same time
- ii. Expressed concerns regarding illness and no coverage

- b. 2022/2023
    - i. Staff will attend FCB training separately
    - ii. Gail in discusses with FCB on illness solution
- 4. Survey
  - a. 2022/2023
    - i. 15 Reponses
    - ii. Very positive feedback
    - iii. Areas of concern
      - 1. Would like parent/teacher interviews again
      - 2. Could have informed families when change in staff
      - 3. More updates on child's progress
    - iv. Fundraiser ideas
      - 1. Chocolates
      - 2. First Aid Kits
      - 3. Cookie Dough
      - 4. Ice Melt
      - 5. Mainly happy with current
  - b. 2022/2023
    - i. Brainstorm ideas on how to communicate to families child's progress
    - ii. Advised families of no curriculum for preschoolers
- 5. Scholastic
  - a. 2022/2023
    - i.
  - b. 2023/2024
    - i. Continue to encourage Scholastic purchases
- 6. Early Learning and Child Care Act
  - a. 2022/2023
    - i. Revised Program Plan Approved
  - b. 2023/2024
    - i. Unaware of any changes

Carstairs Playschool Society  
Annual General Meeting  
Financial Report  
For the Fiscal Year Ending July 31, 2023

1. Fiscal year ending Income vs. Expenses:
  - a. Program Income: \$86193.06
  - b. Fundraising Income: \$5040.22
  - c. Interest Earned: \$268.75
  - d. Wage Top Up Income: \$11587.26
  - e. Other Incomes: \$10150.43
  - f. Total Income: \$113239.72
  - g. Operating Expenses: \$112716.94
  - h. Ending Income: \$522.78
2. Balances as of July 31, 2023
  - a. General Chequing: \$69352.54
  - b. GIC (Old Credit Card Hold): \$1675.07
3. Subsidy
  - a. Child care subsidy: 23 families
  - b. Subsidy now covering tax portion for top up
  - c. Paying additional funding so facilities do not increase 3%
4. Large Purchases for 2022/2023
  - a. TV
  - b. Grad Gowns
5. Additional Expenses 2022/2023
  - a. Sign outside
  - b. Increase in WCB
6. One default A/R
  - a. \$430.00
  - b. Will send letter notifying of collections
7. T2 filing with CRA due October 31, 2023
8. Possible 2023/2024 expenditures
  - a. Vacuum (Purchased \$262.48)
9. Possible savings
  - a. Decrease in Quickbooks
    - i. From \$92.40 to \$64.05
  - b. Board members cleaned in Aug
    - i. Savings of \$183.75
  - c. Board/volunteers clean in December
10. Financial Goal
  - a. Bingo (AGLC)
  - b. Fundraising
  - c. Sponsorship
  - d. Grants

Carstairs Playschool Society  
Annual General Meeting  
September 19, 2023

Attendees: Darien Arthur, Gail Schwartz, Brendalee Mihalicz, Sheryl Tunnell, Courtney Reid, Danielle Gerle, Ashleigh Aikman-Holland, Danielle Hogg, Cory Mitchell

Absent: Brooke Epp (resigned)

- 1) Call to order
  - a) @ 7:00pm
- 2) Introductions
- 3) Review and Adopt Agenda
  - a) Brenda moved to adopt
- 4) Review and Adopt Meeting Minutes September 2022
  - a) Brenda moved to adopt
- 5) Manager's Report
  - a) Gail presented as on report
    - i) Enrollment
      - (1) 60 Children enrolled
    - ii) Operations
      - (1) New - incident report tracking. What happened before and after the incident.
    - iii) PUF Program
      - (1) Negotiations with FCB on paying for replacements for EA due to illness. Whether the playschool or FCB looks for the replacement.
    - iv) Survey
      - (1) Reports on wanting interviews. Looking into finding time to bring that back. Emphasis on Kindergarten readiness, and social emotional.
    - v) Scholastic
      - (1) \$104.36 in bonus bank
    - vi) ELCC
- 6) Teacher's Report
  - a) Changed up program for both 3s and 4s. Everything is slotted into 10-15 minute intervals. Utilizing Handwriting Without Tears

7) Financial Report

- a) Gail presented as on report

8) Board Elections

- a) Chair -

- i) Darien Arthur

(1) Motioned by Courtney

- b) Vice -

- i) Brenda Mihalicz

(1) Motioned by Sheryl

- c) Secretary -

- i) Currently vacant

- d) Fundraising -

- i) Courtney Reid

(1) Motioned by Brenda

- e) Class Rep -

- i) Ashleigh Aikman-Holland

(1) Motioned by Darien Arthur

- f) Scholastic -

- i) Danielle will do at the school. No need for a rep.

- g) Member at large -

- i) Danielle Hogg

- ii) Sheryl Tunnell

(1) Motioned by Courtney

9) Round Table

- a) Fundraisers

- i) Etransfers are coming with nothing in the notes. Needing to wait for forms in order to cross reference.

- ii) Reminder post for apples deadline.

- b) Meeting Dates

- i) Tuesday, October 10th 2023

(1) @ 7:00pm

10) Adjourn

- a) @ 7:50pm