



Carstairs Playschool Society
Annual General Meeting Agenda
September 11, 2018

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



Carstairs Playschool Society
Office Managers Report
For the Fiscal Year Ending July 31, 2018

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

2) Survey

At the end of 2016-2017, Board of Director decided to conduct a Parent Feedback Survey to assess how the Playschool was meeting the needs of the families enrolled. Twenty-five completed surveys had been returned, with overall feedback being positive. Suggested areas of improvement were academics and more structure within the class. Danielle and I met with the four therapists, who frequent the facility, to ask for suggestions on what we could bring into the program to benefit all the children attending. After several discussions, the agreed upon direction was to mirror the Carstairs Elementary School kindergarten program and finding a balance between free play and structured learning time. Danielle and Lorraine worked hard developing the two programs. The 2017-2018 was the first year rolling out the new program. At the end of the year the same survey was sent out to parents. A similar amount of twenty-five surveys were returned. There was a noticeable increase in parent positive feedback in academic learning with their child. One area of improvement for the 2018 2019 will be communication and the timely manner of the newsletter. Danielle and I have a plan in place to address this matter.

3) Insurance

After reviewing the Carstairs Playschool Society insurance policy it was discovered that the playschool did not have Contents Insurance. I added \$50000 worth of content coverage to the policy. Since then, several board members and Lorraine have created a detailed list of the contents in the facility. This included the item, description and replacement cost, totaling around \$30000. I am in the process of reviewing the list and having discussions with our insurance broker to see if the policy amount should be decreased.

4) Unexpected School Closure

On April 23, 2018 the Carstairs Playschool Society had an unexpected closure due to staffing issues. Upon notice of the problem, I contacted 10 different individuals to attempt to find a substitute teacher. Unfortunately, due to licensing regulations and schedules I was unable to locate someone. The board made the decision to close the school for the day. All parents were contacted individually and program events that were missed were rescheduled. Further work is required to establish a functional substitute staff list.



Carstairs Playschool Society
Financial Report
For the Fiscal Year Ending July 31, 2018

- 1) Fiscal year ending Income vs. Expenses:
 - a. Program Income \$68749.25
 - b. Fundraising Income \$5321.76
 - c. Operating Expenses \$76177.80
 - d. Loss of -\$1954.57
- 2) Balances as of July 31, 2018:
 - a. General Chequing \$7855.83
 - b. GIC \$16930.23
 - c. GIC Credit Card \$2070.61
- 3) T2 filing is due by October 31, 2018. A financial audit by third party bookkeeper will be conducted prior to completion of T2 filing.
- 4) After close review of expenses, I have found several areas of savings.
 - a) Telus – Moved from monthly contract to Pay & Talk set up – Savings of \$509.00 annually
 - b) Refilling Ink Cartridges – Lorraine is now having ink cartridges refilled at Costco
 - c) Asking for School Supplies (dry erase markers and Kleenex) and specific monthly donations
 - d) Continue with Bulk Ordering, when possible
- 5) In February of 2018, the playschool received a donation from ATB of \$685.00. These funds were for specific “fine motor skill” toys. The playschool purchased the Caterpillar Wall, Playdough letter cards, Magnetic Pattern game, and a 4 pack of manipulatives for center time. I will continue to look for donation application opportunities.



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