

Carstairs Playschool Society  
Annual General Meeting Minutes  
September 29, 2020

Attendees: Janene Andrews, Danielle Gerle, Michelle Johnson, Gail Schwartz, Brandi Slade, Franca Young

- 1) Call to order
  - a) Janene called the meeting to order at 7:07pm on Zoom platform
- 2) Introductions
  - a) Individuals introduced themselves.
  - b) Gail advised that the meeting would be recorded.
- 3) Review and Adopt Agenda
  - a) Franca Young made a motion to adopt the agenda as presented.
  - b) Janene Andrews second the motion.
- 4) Review and Adopt Meeting Minutes September 2019
  - a) Janene Andrews made a motion to adopt the minutes as presented.
  - b) Franca Young second the motion.
- 5) Chairperson Report
  - a) Janene presented the Chairperson Report as outlined.
- 6) Manager's Report
  - a) Gail Schwartz presented the Manager's report as outlined.
  - b) Group discussion took place around the Covid-19 Illness Response Flow Chart.

There have been concerns of parents sending children to playschool with runny noses. Parents will be notified if a child has a runny nose during playschool hours.

- c) Gail will email and post the flow chart on Facebook. It will also be posted on the website.
- d) A copy will be posted at the Assessment table for Michelle to refer to when allowing children into the space.
- e) Color copies will be printed and handed out to parents within the next week.

#### 7) Financial Report

- a) Gail Schwartz presented the Financial Report as outlined
- b) Janene Andrews made a motion to have Gail Schwartz added to signing authority on the general chequing account. There will be three people with signing authority, Chairperson, Secretary, and Bookkeeper. This allows for easier access to have cheques signed when required. The previous secretary had moved out of province and cheque signing had become an issue.
- c) All voted in favour of Janene Andrews' motion

#### 8) Board Elections

- a) Chairperson - Janene Andrews
  - i) As per the bylaws, this will be the last year Janene can hold Chairperson position. (3 year maximum)
- b) Vice Chair - Open
- c) Secretary - Open
- d) Brandi Slade - Fundraiser
- e) Franca Young - Scholastic.
- f) Class Rep - Open
  - i) This position may be removed when Bylaws are revised and replaced with an alternative position.

#### 9) Round Table

- a) There are 4 people interested in joining the board. Gail will provide Janene with email addresses to contact and schedule meetings.
- b) Fundraising will be on the agenda for October's meeting.
- c) October's meeting will be held via Zoom.

10) Adjourn

- a) Janene Andrews adjourned the meeting at 7:57pm