****

**Annual General Meeting Minutes**

**September 21, 2022**

**Start Time: 6:39 pm**

**Location: MPP Room**

**Present:** President, Vice President, Secretary, Treasurer, Volunteer Coordinator & 17 Families

**Board Introductions**

| **President**  | Vanessa Bourgault (interim) New: **Richelle Schindler** |
| --- | --- |
| **Vice President**  | Nicole Lamvohee |
| **Treasurer**  | Krista Bortoluzzi  |
| **Secretary** | Jennifer Pavez |
| **Volunteer Coordinator** | Sahar Zahalan |
|  **Privacy and Communications** | New: **Taylor Boucher** |
| **Special Events Coordinator** | New: **Amani Kachour** |
| **Past Parent**  | **--- vacant position ---** |

Our interim president Vanessa welcomed us all to the meeting and gave a brief description of the playschool, the fact that we are non-for-profit and require the participation of our families to run our program. Board members were introduced and an explanation of the remaining vacant board positions was given.

**Teachers Report from Ms. Jenn & Ms. Emily**

1. **A Typical Day at Playschool**
	1. Miss Emily & Miss Jenn gave a description of a typical day in the classroom:
* Doors Open - one teacher is at the door to greet families + one teacher at the carpet with an activity for the kids to do as they enter the classroom
* Carpet Time, where they take attendance, review letter of the week, calendar and maybe sing/dance
* Bathroom break & line up to go downstairs
* Gym Time for about 30 minutes each day
* Snack Time, about 10:30-11:00 (AM class) and 2:00-2:30 (PM class)
* Centre Time - allows the kids to practice their gross & fine motor skills.  Crafts, dramatic play, puzzles, etc.
* Clean Up Time
* Carpet Time, go through any reminders, sing goodbye song as families gather to pick up kids

* 1. The teachers reminded us to practice opening/closing snack containers at home to facilitate independence at snack time, as well as encouraging children to independently dress and undress self for bathroom breaks.
1. **Importance of Volunteers - Thank You!**
	1. The teachers highlighted the importance of volunteers for our organization: both in and out of the classroom. The kids love having parents in the classroom! They will guide in-class parent volunteers as to what they need help with each class, which could include helping with the kids, craft prep, cleaning up after snack time, etc.
2. **Questions?**

**General Business**

1. **Required Paperwork**
	1. President reminded us to obtain CRCA memberships BY **SEPTEMBER 30th,** as each child requires a membership to continue to utilize the facilities. Please submit these to the teachers or vice president ASAP or your child will not be able to attend classes.
	2. If you are signed up for in-class volunteering or on the board, you must complete your Criminal Record Check with Vulnerable Sector Check and submit to the volunteer coordinator and teachers **PRIOR** to volunteering.

1. **Bylaw Updates - None Required**
	1. No changes to bylaws; a copy is available on our website for viewing.
2. **Communications**
	1. Please call into the classroom and leave a message if your child is going to be absent for the day – this allows the message to go straight to the teachers.
	2. Emails and the large parent bulletin board by the classroom entrance will be the main forms of communication between our organization and the families.
3. **Financial Statement**
	1. Treasurer presented the budget and a copy was available for viewing at the meeting.
	2. Treasurer reminded us to explore the childcare subsidies available to families, as any families with a combined income under $180,000 may qualify for additional funding. Once you apply, you will receive a tentative approval but the playschool will not start receiving funds or providing the lowered rate until you get a firm approval. Once you get this, please submit it to the treasurer & your discounts will then apply with backdating.
4. **Fundraising – Mabels Labels, Skip the Depot, Cobs Dough for Dough**
	1. President reminded us of the fundraising opportunities and ways to contribute to our playschool if you are able to. They will be included in newsletters going forward as well – thank you for any and all donations!

**New Business**

1. **Vote in New Board Members**
	1. Volunteers stepped forward for President, Privacy & Communications Officer & Special Events Coordinator (see above), Past Parent still vacant
2. **Anything else?**

**Volunteer Positions**

1. **General Description & Requirements – 10 hrs for 3 AM & 3/4 PM, 15 hours for 4AM**
	1. Both in and out of class volunteer opportunities: in-class counts as 2.5 hours per class and out-of-class counts for your hours as long as you fulfill the position for the school year (September-June)
	2. There will be a sign-up sheet/calendar on the large bulletin board outside the classroom for each subsequent month that you can add your name to. Alternatively, you can contact the volunteer coordinator to pre-book dates.
2. **Volunteer Positions**
	1. Volunteer positions were listed and described, a random draw for order of selection completed to give fair chance to everyone selecting. Our volunteer coordinator & teacher will have the list and feel free to connect with them in order to ask any other questions or finalize details.
3. **Questions?**

**Sign up - Volunteers** (done by random draw for order of job selection)

**End of Meeting: 7:30 pm**