

Glenbrook Preschool Society

PAC Board Meeting Sept 5, 2023 - Minutes

Meeting started at 7:55 PM Sept 5, 2023.

Attendance: All current board members in attendance. Michelle Ibbotson, Brenda Miller, Alison Visser, Gillian Radke, Breanne Sadusky, Cheryl Vos, Ali Sinclair, Karen Lavoie, Nicole Bouwman, Layelle Hammadih.

Meeting Reports

- Still some vacancies on the PAC Board
- Cheques need to be deposited (Karen to meet with Tina to review process) prior to Sept 11th
- Motion made by Michelle for Karen Lavoie to be 4th signing authority; seconded by Cheryl Vos
- Michelle, Cheryl, Breanne, and Karen will all be signing authorities
- Motion made for Cheryl to take over Tina's role as authority to access preschool bank account; seconded by Gillian Radke
- Glenbrook Preschool Payment Methods:
 - Families who don't have credit card or cheques - can we accommodate any other payment methods? (i.e. debit through the bank?, discussed pros and cons of e-transfer and decided this is not a feasible option as the preschool is unable to initiate these payments)
 - ACTION ITEM: Cheryl and Michelle to go to the bank to explore if this is an option for the preschool

Reconciliation of Preschool Accounts:

- 2021 is un-audited (wasn't completed by certified accountant)
- As a society, the preschool requires to have taxes done by a certified accountant
- Kathryn McCrae is a certified accountant who was hired in the past as the preschool treasurer when the volunteer board member was unable to do this
- 90 days from start of fiscal year (July 1) to complete taxes for 2022
- We have until Oct 1 to complete taxes for 2022 and 2021
- Michelle made motion to hire Kathryn and Breanne seconded this
- ACTION ITEM: Brenda to reach out to Kathryn.
- Back up plan: will continue with Brenda (bookkeeper) to connect with certified accounting if Kathryn declines.

Volunteer Roles

- Michelle asked if any questions about new role descriptions
- Gillian asked about role of social media; Ali said she can do the social media posts as the newsletter editor
- Will have to change from Katie's personal accounts

Updates to policies and procedures:

- Some more updates will be made to website and registration forms re: subsidy clarification
- Michelle & Alison/Nicole to further discuss these changes

Scholarship Program:

- Need proof of subsidy being denied
- There is a family who may benefit from this scholarship if subsidy is denied
- In this case, Michelle will need to get scholarship committee together

Classes:

- 3 year olds do "meet and greet" on Thursday Sept 7
- New 4 year olds start on Friday Sept 8
- All 4 year olds attend on Monday Sept 11
- Current Registration Numbers: 1 spot in 3 year old AM, 1 spot in 4 year old AM, 11 in 4 year old afternoon
- Decided won't do more advertising at this time

Advertising Role:

- Glenbrook Globe ad is gone for the past 2 months
- ACTION ITEM: Alison to contact Glenbrook Globe to see what advertising cost would be to resume the ad & also Glenbrook Community Elementary School
- Put up new flyer in Co-Op

Fundraising:

- Need to try to do a fundraiser this year
- Supply drive in the past has been successful
- If anyone has fundraising ideas, look into what % of profits go back to the school to see if it would be worthwhile

Newsletter:

- Ali to draft Sept 2023 newsletter to send to Brenda for editing
- Plan to send out first full week of school
- Include map to show parking spots

Meeting adjourned: 8:37pm.

Minutes Submitted By: Alison Visser, **Approved By:** Michelle Ibbotson

Next meeting Sept 26 @ 7:45pm.