

**Glenbrook Preschool Society**  
**Parent Advisory Council Minutes**

**Motion to start meeting by Michelle: June 6, 2023, @ 7:48 PM,  
seconded by**

**In Attendance:**

Michelle Ibbotson, Katie Derkacz, Cheryl Vos, Alison Vissor, Joe-Anna Morris, Gillian Radke, Brenda Miller, Tina Buijs, Ali Sinclair, Breanne Sadusky, Nicole Bouwman

**Absent:**

Mariann Monagas

**Approval of Meeting Agenda**

Motioned: Michelle, Seconded: Alison

**Approval of January 31, 2023 Minutes**

Motioned: Michelle, Seconded:

**Executive Committee Reports:**

- First item - donation to Glenbrook school. Every year preschool donates to Glenbrook School for a directed donation. This year the school has requested a donation towards a music program item.
  - Michelle motions to donate \$150 towards Glenbrook schools Music program, Tina seconds. None opposed, motion is carried
- Brenda and Michelle will be meeting at the end of June to do inventory and create budget for cost of operating and

replacement of items. Katie has created a system/database to help with this process.

- Financial advisor meeting - inquired about opening a debit account to allow us to see monthly statements and do e-transfers as opposed to writing cheques. We require 2 signing authorities so it may be difficult to manage financials with the ability to send transfers, etc. Can we have one person in charge of sending and the second in charge of a monthly audit? Is it possible to create a separate paper trail in which both parties sign off. Will have to have 2 people at the meeting with the bank to sign off on the account opening.
  - Michelle and Tina will meet with the bank to further discuss opening an online banking account and getting a CC.
- Michelle also spoke with financial advisor about opening a GIC. Rate is 3.25% for a 1 year cash flow GIC. Locked in GIC rates decrease with length commitment (1 year rate > 5 year rate). Breanne proposes we have a meeting before the next school year starts to review the inventory and financials to be able to vote with more knowledge. Will need to revisit at the end of the summer when we have more information on logistics.
- Volunteering role positions - what would happen if we have vacant positions on the board in the next school year? Can we require people to volunteer or will that negatively impact enrolment?
- Michelle motions to include PAC information and job descriptions on the website so people are aware of the role requirements. Alison seconds. None opposed, motion is

carried. Katie will post the roles on the website and will add revision dates.

- Proposal to remove the scholarship from the policies and procedures as it went unused this past school year. Discussions around keeping it in case families come up in the coming years that may need it. Some years the scholarship may not be given but it doesn't hurt to keep it available. Will not make the change to Policies and Procedures.
- Michelle asks Ali to remove Katie's email from the newsletter as she will no longer be a contact. Only need the president's e-mail on the newsletter.

**New business:**

No new business

**Motion to adjourn the meeting @ 8:59 PM**

Motioned: Michelle                                  Seconded:

**Motion: Approval of the Next Meeting on September 5th, 2023, @ 7:45 PM**

**Minutes submitted by:** Nicole Bouwman

**Approved by:** Michelle