

Glenbrook Community Preschool
Meeting: April 27, 2010
Place: Glenbrook Elementary School

In Attendance:

Jean Lucas
Rebecca Hill
Nadia Honnet
Rachel Robinson

Liz Fozzard
Lisa Thompson
Brenda Morton

Brenda Miller
Dione Lockyer
Sue Scott

Meeting called to order at 7:05pm

Motion CARRIED: To approve agenda as distributed (Nadia, Sue)

Motion CARRIED: To approve March, 2010 minutes as distributed (Lisa, Brenda)

Teachers' Report:

- Suggestion to purchase a gift card for the Library lady who has visited the 4 year old classes throughout the year as a 'thank you'.

Motion CARRIED: To purchase a \$40 gift certificate from Chapters (Nadia, Rachel)
Liz will purchase the gift card.

- Request for approval to purchase supplies for the preschool

Motion CARRIED: To approve an expenditure of approximately \$500 to replenish preschool supplies (Dion, Nadia)

- Signage on the windows – Liz and Brenda have suggested putting signs in the windows as advertising for the preschool. Jean will talk to the Principle.

Executive and Committee Reports:

Chairperson (Jean Lucas):

- No report

Vice Chair (Lisa Thompson):

- License renewal is complete.

Secretary (Shelley Russell, absent):

- No report

Registrar (Rebecca Hill):

- We are ready for the open house on May 6th, no further volunteers are needed.
- Rebecca will pass on to the teachers a copy of the students registered for the fall '10.

Treasurer (Jessica How, absent):

- Jean requested that Jessica create a budget for next year – it makes more sense for the outgoing Treasurer rather than ask that of the new Executive.

Advertising Coordinator (Rachael Robinson):

- Bold signs are up for the Open house
- Rachel will arrange for the Community Center to advertise the preschool during the summer on their signage.

Volunteer Organizer (Shelley Hertz, absent):

- Most positions are filled! 😊 Iris Gill will Chair next year, Sean Timmons – Vice Chair
- Still looking for a Treasurer, Fundraising Coordinator and Social Coordinator (Rebecca will scout out and encourage these position be filled at the open house)
- Teachers will fill Purchasing and Play Dough coordinators

Fundraising Advisor (Sue Scott):

- \$3500 has been raised to date
- 50/50 tix will be sold at the end of year picnic
- Mabel's labels ends this week
- Suggested we provide tax receipts for tuition – discussion followed – lead to the idea of including 'tax tips' in the December Newsletter (see Newsletter Editor)

Payroll Administrator (Dione Lockyer):

- No report

Community/Preschool Liaison (Ella Wilson, absent):

- No report

Newsletter Editor (Nadia Honnet):

- No report
- The following info has been requested to be added to the May Newsletter: picnic announcement
- In the December 2010 newsletter we will include a 'tax tip' section, with the suggestion that parents keep their cheques as receipts for tax purposes.
- Nadia suggested making a donation to the Cancer Society in memory of Trent Walker (a father of a child in our 3 year old program)
Motion CARRIED: To donate \$100 to the Cancer Society in memory of Trent Walker (Rebecca, Brenda)

Web Manager (Brenda Morton):

- Everything is updated
- Nadia will resend April's newsletter to Brenda

Social Coordinator (Zoe Agashae, absent):

- The Magician confirmation letter was sent
- Zoe will call 311 two weeks prior to the party to request the grass be cut at the Community Center park

Snack Coordinator (Loretta Lefenko, absent):

- No report

Old business:

- Outstanding action items reviewed

New business:

- Teachers were encouraged to spend some of the \$ raised this year through out fundraisers
Motion CARRIED: For the teachers to spend \$2000 on upgrades for the classroom.
(Dion, Lisa)
- Our next PAC meeting will be moved to June 1st. The meeting will begin at 7pm, the first 30 mins will be a social time for the incoming and outgoing Executive. Our PAC meeting will officially start at 7:45 and any new Executive will be invited to stay if they wish. Shelley and Jean will invite the new members. Old Executive to bring refreshments.

Meeting adjourned at 8:25pm

Next Meeting: June 1, 2010 7:00pm
Location: Glenbrook Elementary School
Please RSVP derrickandshelley@shaw.ca
ALL PARENTS WELCOME!

Review of Outstanding Action Items

Date	Action	Individual(s) Responsible
August 25/09	Update job descriptions and forward to Jean before Apr. 27	PAC members
January 26/10	Complete application for renewal of childcare license	Lisa - complete
February 23/10	Determine which PAC positions need to be filled for 2010/11 and begin contacting new registrants who expressed interest in volunteering	Shelley H. - complete
February 23/10	Elect new PAC executive for 2010/2011 school year before the end of May 2010	PAC executive
March 23/10	Prepare for Open House/Registration on May 6 th	Rebecca/Susan/Rachael - complete
April 27/10	Inquire re. signage in classroom windows	Jean
April 27/10	Budget for 2010/2011	Jessica
April 27/10	Invite incoming Executive to June PAC	Jean and Shelley