

**Glenbrook Community Preschool**  
**Meeting: February 23, 2010**  
**Place: Glenbrook Elementary School**

**In Attendance:**

Lisa Thompson (acting chair)  
Rebecca Hill  
Susan Fatovich  
Sue Scott

Liz Fozzard  
Shelley Russell  
Nadia Honnet

Rachael Robinson  
Dione Lockyer  
Brenda Morton

Meeting called to order at 7:05pm

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

**Motion CARRIED:** To approve January 26, 2010 minutes as distributed (Rebecca, Brenda)

**Teachers' Report:**

- No report

**Executive and Committee Reports:**

**Chairperson (Jean Lucas, absent):**

- Application for Child and Family Services licence to operate is being completed by Lisa in Jean's absence. Brenda will revise the pages that require updating and provide to Lisa. Lynda has also agreed to help if Lisa has any questions about the licence application or required attachments.
- Policy and Procedures manual was offered to Child Services, however they requested that we attach it to our licence application
- Pol & Pro manual was provided to Ella, teachers to have available in classrooms, posted in the cloakroom, available on registration night
- Options for GIC – Jessica and Jean made adjustments to the "contingency fund" GICs at RBC to increase our return on investment

**Vice Chair (Lisa Thompson):**

- Class photo times have been confirmed as follows: Mar 3 & 4, 10:30am & 1:30pm both days

**Secretary (Shelley Russell):**

- No report

**Registrar (Rebecca Hill):**

- Open house, preregistration and registration night have taken place and were successful
- We are currently 55% full for fall 2010; calls and e-mails continue to come in so numbers are expected to go up; Nadia to add a note in newsletter that registration is on-going
- Will continue to monitor numbers for another month and may hold another joint open house/registration in April, if needed (along with any necessary advertising (tear-offs, bold signs, note in newsletter) leading up to it

- Good prospects for registrars for next year; 3 new registrants are interested
- Some discussion took place about other PAC positions that need to be filled for the 2010/2011 school year; Shelley H. to determine which positions need to be filled and begin contacting new registrants who expressed interest in volunteering
- The Pol & Pro manual states that the Executive shall be elected every year for the following year by the PAC prior to the end of May of the current preschool year; a review of 2010/11 PAC to be done at the next meeting, establish recruiting plan as needed

**Treasurer (Jessica How, absent):**

- No report

**Advertising Coordinator (Rachael Robinson):**

- Will hold off on advertising for now

**Volunteer Organizer (Shelley Hertz, absent):**

- No report

**Fundraising Advisor (Sue Scott):**

- So far 18 orders have come in for the Simple Simon Pie fundraiser
- The group felt that Mabel's Labels was a good choice for the next fundraiser in April
- Tentative plan for upcoming year: SUTP Sept 2010, Magazine subscription Dec 2010, Chocolates Spring 2011
- There have been some glitches with Purdy's on line ordering; Sue to summarize lessons learned to pass on to next coordinator
- Sue wondered about the possibility of running a 50/50 draw at the yearend picnic; the group felt it is a good idea; Nadia to add a note in the newsletter closer to the end of the school year

**Payroll Administrator (Dione Lockyer):**

- Dione is having some trouble getting a hold of Jessica to add her as a secondary contact with ADP; Jessica needs to fax in the required forms
- T4 and WCB completed; Jessica to pay WCB once bill is received

**Community/Preschool Liaison (Ella Wilson, absent):**

- Ella to drop off finalized copy of Pol & Pro manual and membership cheques to community association

**Newsletter Editor (Nadia Honnet):**

- No report

**Web Manager (Brenda Morton):**

- Brenda to update the website with new registration information

**Social Coordinator (Zoe Agashae, absent):**

- Zoe has phoned 4 magicians for yearend picnic and 3 have replied; Lisa to forward the contact information for the magician that was used last year

- Some discussion took place about face painting and loosely organized games; the group agreed that a magician would be the best option for the yearend picnic
- The group agreed to NOT rent a tent; the cost didn't seem justifiable

**Snack Coordinator (Loretta Lefenko, absent):**

- No report

**Old business:**

- Outstanding action items reviewed
  - Dione has contacted two accounting firms; neither were able to take us on pro bono; this action item is not worth pursuing
  - Shelley R. to ask Jessica to look into how much comes out of our accounts from ADP so we can determine what their service charges are

**New business:** none

Meeting adjourned at 7:55pm

**Next Meeting: Tuesday March 23, 2010 7:00pm**

**Location: Glenbrook Elementary School**

**Please RSVP [derrickandshelley@shaw.ca](mailto: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 <b>before Mar. 23</b>	PAC members
October 27/09	Add Jessica as secondary contact at ADP and review the payroll process with her	Dione
November 24/09	Deliver finalized copy of Pol & Pro Manual to Comm Assn	Ella
January 26/10	Complete application for renewal of childcare license	Lisa
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.
February 23/10	Conduct a review of 2010/11 PAC at Mar 23 meeting	PAC members
February 23/10	Elect new PAC executive for 2010/2011 school year before the end of May 2010	PAC executive