

Glenbrook Community Preschool
Meeting: March 23, 2010
Place: Glenbrook Elementary School

In Attendance:

Jean Lucas	Liz Fozzard	Rachael Robinson
Rebecca Hill	Lisa Thompson	Dione Lockyer
Susan Fatovich	Jessica How	Brenda Morton
Zoe Agashae	Brenda Miller	

Meeting called to order at 7:05pm

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

Motion CARRIED: To approve February 23, 2010 minutes as distributed (Lisa, Jessica)

Teachers' Report:

- No report

Executive and Committee Reports:

Chairperson (Jean Lucas):

- No report

Vice Chair (Lisa Thompson):

- License renewal is almost complete. Still outstanding is proof of liability insurance for the teachers and students. This has to come from the Community and Lisa has contact them. Jean also has a contact for Toole & Peet that she will pass onto Lisa.
- Community Treasurer- Margaret Martini was passed on a cheque for an October Community membership which was stale dated. Jessica How was given Margaret's contact info and will pass on an updated cheque.

Secretary (Shelley Russell, absent):

- No report

Registrar (Rebecca Hill):

- We are not accepting any further registrants for this year (2009/2010)
- For the 2010/2011 year we still have the following available: 20 – 3year/ 15 – 4 year/ 3 – 2 year spots
- We will have another open house/registration on May 6 from 1:30-2:45

Treasurer (Jessica How):

- The Preschool is currently breaking even – for this year's finances
- A treasurer sub-committee meeting should be called within 60 days

- There is still an outstanding issue with the Purdy's chocolate fundraiser - \$220 is yet owing to Rachel Robinson. Jessica will get the contact info from Rachel and work to resolve the issue with Purdy's within the week.

Advertising Coordinator (Rachael Robinson):

- Rachael will coordinate two Bold signs to be placed near Westside on 69th and near the Canadian Tire on Richmond road for the two weeks leading up to our next Open House/Registration on May 6th.

Volunteer Organizer (Shelley Hertz, absent):

- No report

Fundraising Advisor (Sue Scott, absent):

- Simple Simon fundraiser went well.

Payroll Administrator (Dione Lockyer):

- Dione switched ADP to autopay. With this change the Payroll Admin. will only have to call ADP if there are adjustments to be made to salaries. This will be far easier going forward and there will no longer be the concern of someone not getting paid.

Community/Preschool Liaison (Ella Wilson, absent):

- No report

Newsletter Editor (Nadia Honnet, absent):

- No report
- The following info has been requested to be added to the April Newsletter: Request for parents to sign-up for making play dough/ spring is here – please remember sunscreen and hats/ a note for the upcoming open house/registration on May 6th from 1:30- 2:45/ and a reminder of our end of year party (with a magician) on June 18, from 11-1.

Web Manager (Brenda Morton):

- Brenda is going to remove the # of spots remaining from the website. Instead the website will read – “registration on-going”
- The new open house/registration date will be added
- Letterhead will be updated, including our web address, and the 403 added to the phone number.

Social Coordinator (Zoe Agashae):

- Zoe has contacted a magician for the end of year party. He would like a contract, so she is going to draw up a letter on our updated letterhead which will suffice.

Snack Coordinator (Loretta Lefenko, absent):

- No report

Old business:

- Outstanding action items reviewed

New business: We just wanted to make a note that next fall during a PAC meeting we will revisit the discussion re Class photos and whether or not we want to charge enough to cover costs or charge extra to make some \$ for the preschool.

Meeting adjourned at 7:58pm

Next Meeting: April 27, 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
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	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