

**Glenbrook Community Preschool
Executive Meeting Minutes
September 4 2008**

In Attendance:

Jean Lucas	Liz Fozzard	Nadia Honnet	Sandra Graf
Jeanee Beach	Brenda Miller	Jodi Charlesworth	Rebecca Hill
Lynda Philips	Shannon Taylor	Tiffany Stones	

Meeting called to order 7:05pm

Approval of Agenda – Tiffany Stones, 2nd Nadia Honnet

Committee Reports

Chair

Renewed license, because room was moved

Health inspection completed

Updated Parent Handbook, will send copy out to executive to add/amend changes

Sandra will photocopy handbook, get to teachers on Monday Sept 8th

Lease sent in July, haven't received it back again

Need copies of teacher/aides contracts

Brenda Morton has agreed to be web site manager; Nadia and Jean will take pictures of "our" kids, send to Brenda

Nadine Foster added as volunteer coordinator

Looking for volunteer to organize files- put ad in newsletter

Parent Lucky Duck volunteers will not be paid to help in class when teacher is sick- Nadia will put in newsletter about obligation of volunteerism; remind parents to keep their sick kids home for everyone's benefit; not to phone teachers at home and that parents will be phoned if child is sick and needs to be picked up.

No need for class parents

Secretary

nothing to report

Registrar

2 spaces available in 3 yr program

less than half space available in 4yr pm class, 1 space left in am class

2yr old spaces still available

Treasurer

budget done by past treasurer

nothing new to report

Advertising Coordinator

absent

Volunteer Coordinator

absent

Fundraising Coordinator

waiting for Regal to send back money to parents who bought "Magnetic Blocks" last year. Lots of ideas for fundraising this year: Student Union Ticket Book (Sept) \$20.00, -target for parents to sell 1 ½ books; Simple Simon Pies(Nov/Dec);Mabel's Labels(Jan/Feb); La Montage Chocolates(Mar/Apr);Cookie Dough(May). Will put in newsletter this info. Parents are strongly encouraged to participate but not obligated to do all.

Payroll

Absent Lynda will talk to Lori Jo, teachers need pay stubs regularly.

Community Liaison

Tiffany will give list of family names to Jeanee so she can obtain community memberships. Jeanee can contact Shirley about memberships.

Suggested that we keep forms separate for next year's registration

Suggested Jeanee go to community meetings on an infrequent basis

Contact center for our executive meetings, 1st Wed. of every month.

Newsletter Editor

Reminder about parking

Web Site Manager

Absent

Suggested to put fundraising info on web as well.

Social Coordinator

Absent

Snack Coordinator

Teachers gave Jodi idea of how and what to buy for September.

Budget \$200/month

Teachers

End classes for Christmas Wed. Dec 17th.

No class on Easter Monday, April 13th or Nov. 10th and 11th (city wide PD and Remembrance)

Year end picnic for June 19th 11-2pm, Jean needs to book this

Kim needs to phone city 30 days prior to picnic, cut community center lawn.

June 12th last day of classes

Next meeting Wed. Oct 1st.

Meeting Adjourned 8:15pm