

## Hay Lakes and District Playschool - AGM Agenda

Wednesday, August and 30, 2023 - 7:00 pm

P.O. Box 116, Hay Lakes, AB - T0B 1W0

Church landline - 780-878-3878

[www.haylakesplayschool.ca](http://www.haylakesplayschool.ca)

**Attendance:** Cory Zetson (president), Michael Wetsch (treasurer), Avey Christiansen (secretary), Marie Stratuliak (teacher), Mark Christiansen, Ryan Selin, Shannon Schoepp, Bradley Selin, Britney Stewart, Kendra Rathwell, Daniel Peters, Jordan Daignault, Jaime Juneau, Pier Juneau, Kelsey Nadeau, Patrik Ross, Carley Matson, Brent Thygesen, Nicole Campbell

Meeting called to order at 7:29 pm

### Welcome and Introductions

President: Cory Zetson

Vice President: Connor Stratuliak

Secretary: Avey Christiansen - [secretary.hlps@gmail.com](mailto:secretary.hlps@gmail.com)

Treasurer: Michael Wetsch - [treasurer.hlps@gmail.com](mailto:treasurer.hlps@gmail.com)

Teacher: Marie Stratuliak - [teacher.hlps@gmail.com](mailto:teacher.hlps@gmail.com)

### Adopt Agenda

Motion to adopt the agenda by Avey Christiansen. Seconded by Michael Wetsch. All in favour.

### Approval of Last Meeting Minutes

Motion to approve the minutes from August 29, 2022 by Jamie Juneau. Seconded by Mark Christiansen.

### Reports

- President's Report: Cory Zetson
  - We've officially moved to the church basement (which has windows!)
  - Mark Christiansen made a motion to accept the president's report. Seconded by Pier Juneau. All in favour
- Treasurer's Report: Michael Wetsch
  - While the net income for accounting purposes was just over \$14,000, there are revenues of around \$21,000 that either belong in the prior year or are one time payments. There are also revenues of \$4,594 that are correcting prior years.
  - The adjusted loss would be around \$16,000
  - For 2023/2024 we have added additional fees but are projecting 11 fewer students and are budgeting a loss of \$15,000.
  - Mark Christiansen made a motion to accept the treasurer's report. Seconded by Carley Matson. All in favour
- Teacher's Report: Marie Stratuliak
  - This is Marie's 3rd full year teaching at Hay Lakes Playschool. She previously taught in Two Hills, AB.
  - Marie is passionate about helping children with special needs. She does ASQ's (with parents permission) to help parents know where their kids are at developmentally, which enables parents to also help their children from home. The playschool works with the Hay Lakes ECS to run the PUF program.
  - Marie's other area of focus is to give kids as many areas of positive learning and experiences as possible. She loves to go on lots of field trips. Memory book are given out at the end of the year with pictures. There are approximately 20 kids between the 2 classes. There are likely 12/13 students enrolled in the 4 year old class, and 6-8 in the 3 year old class.
  - Michael Wetsch made a motion to accept the teacher's report. Seconded by Jamie Juneau. All in favour.

## Election of New Board Members

### President

- Shall be responsible for calling all meetings, arranging a time and place, and preparing an agenda as well as conducting an organizational meeting.
- Is in charge of all correspondence
- Shall ensure the file system is kept up yearly
- Shall be responsible to the incoming president for assistance if necessary
- cheque signing authority
- criminal record check

### Vice President

- Shall preside at any meetings in the absence of the president
- Shall be responsible for advertising for new registration 3 times yearly
- Shall be responsible for recording minutes in the absence of the secretary
- Shall be responsible for the incoming vice-president for any assistance if necessary
- Shall be responsible for CDSS Reports and attending meetings with CDSS
- cheque signing authority
- criminal record check

### Secretary

- Shall keep minutes of proceedings at all meetings, arrange for typing and dispersal of the minutes to each member of the society.
- Shall keep records of all members and children consisting of names, addresses and phone numbers
- Shall prepare a monthly newsletter for the parents and monthly CSFEL handouts (if applicable)
- Shall be responsible for the incoming secretary for any assistance if necessary
- cheque signing authority
- criminal record check

### Treasurer

- Shall present a full detailed account of the receipts and disbursements to the society whenever requested
- Shall keep a financial statement and present this statement at each monthly general meeting
- Shall collect and receive the fees and shall be responsible for the deposit of the same payable to the Hay Lakes and District Playschool Society
- Shall present a detailed account of the previous budget years receipts and disbursements after an audit
- Shall complete an annual return
- Shall be responsible to the incoming treasurer for any assistance if necessary
- Shall be responsible for the mail key (for picking up any bills that come through the mail)
- cheque signing authority
- criminal record check

## Introductions of the 2023-2024 Board of Directors (all in favour)

**President:** Mark Christiansen volunteers as president.

**Vice President:** Britney Stewart volunteers as vice president.

**Secretary:** Karli Stein volunteers as secretary.

**Treasurer:** Michael Wetsch stays on as treasurer.

Avey Christiansen made a motion to approve the board positions. Cory 2nds. All in favour.

### **Acknowledgement of Retiring Board Members**

Cory Zetson - President  
Connor Stratuliak - Vice President  
Avey Christiansen - Secretary

### **Parent Volunteer Positions**

Fundraising Coordinator (Shannon Schoepp volunteered)

- Decides what fundraisers to do throughout the year & communicates with Executive
- Contacts Organizations to get fundraising information
- Organizes and distribute information packages for parents
- Layout timelines and due dates for fundraisers
- Collects order forms, etc from parents
- Distributes to parents once orders are in
- Ensures that all collected funds goes to the treasurer
- Tracks the amounts each family fundraises and communicates with treasurer

Fundraising Committee (Michael Wetsch, Marie Stratuliak, Cory Zetson, & Carley Matson volunteered)

- Supports and assists the Fundraising Coordinator

Grant Application Coordinator(s) - Jamie Juneau volunteered

- Works with Executive to identify Grants to apply for
- Works with Executive to write Grants
- Aware when Grants are due
- Send in Grants and follow up with Organizations if necessary

### **Old Business**

- We recently moved from the rec centre to the church

### **New Business**

- new fundraiser (Kristie Thouret will do September raffle)
- Michael Wetsch made motions to remove Cory Zetson, Connor Stratuliak, and Avey Christiansen and to add Mark Christiansen - President, Britney Stewart - Vice President, and Karli Stein - Secretary as new cheque signers on account # \_\_\_\_\_ effective August 31, 2023. Michael Wetsch - Treasurer will remain as a cheque signer on this account. The account will require two signatures on the account to authorize a transaction. Seconded by Avey. All in favour.
- AGLC - We will need to make miss Marie the coordinator for raffles instead of Cory.

Meeting adjourned at 8:01 pm

**Thank you for participating in the Hay Lakes Playschool AGM. See you in September!**