

**Hay Lakes Playschool
Board Meeting
September 26, 2022**

Attendance: Cory Zetson (president), Connor Stratuliak (vice president), Marie Stratuliak (teacher), Michael Wersch (treasurer), Avey Christiansen (secretary)

Cory called the meeting to order at 8:05 pm.

There is no agenda for this meeting.

Connor makes a motion to have himself, Avey, and Michael added on for signing authority (Account number 122694024, and all accounts associated with it). Avey seconds. All in favour.

There is discussion around the opportunity to rent the church instead of the Recreation Centre. Marie and Mrs. Hunter had a meeting with the church on September 13th. The church is going to have a fire and a health inspection completed before they give us a yes or a no answer. The church isn't keen on having us run a daycare out of their building though - largely due to concerns over having kids present when funerals take place. The rental price for the church is yet to be determined, but will be higher than we're currently paying at the Recreation Centre (\$2400 yearly). The church board will get back to Marie with a definite answer by October 25th.

Avey mentioned that the handbook is extremely outdated, and will need an updated version to post on the website. Cory will check in with Mylinda Spencer (Licensing Officer) about seeing if she has an updated version ready.

Avey raised concern about how money is collected as it's not a good system for the treasurer to be chasing people around trying to collect money. Moving forward, the playschool will accept cheques (post-dated for the year) or e-transfer. While monthly payments are still acceptable, the board will encourage parents to pay yearly or per semester. Marie should not be collecting fees at Playschool.

Michael brought up a company called Payworks, and wondered if it would be worth signing up with them. They would take care of paying our staff, T4's and more. Their fees are minimal considering the amount they do. Michael made a motion to look more into Payworks. Connor seconds. All in favour.

There was discussion around whether parent meetings need to be happening every month. Attendance decreases as the year goes on to the point where meetings can't be held due to low attendance. The website will be going up soon, so we will be able to put much more information and communication up there. Cory suggested the possibility of making parent meetings every other month. We need to check to see what the bylaws say about parent meetings before we can make any changes. Mylinda has the bylaws, so Cory will connect with her to get those from her.

Avey has the website about 75% complete. She wondered whether it will still be necessary to send out a monthly newsletter, considering that we could put all of that info onto the website, and could attach a Playschool blog to the website as well. Cory thinks it might be in the bylaws that we need to send out a monthly newsletter.

The website is coming along well. Soon Avey will need a payment method in order to upgrade a few features (calendar, application form) before she can continue building it. We need to find a way to pay online. It would be ideal to get a Playschool credit card with a low limit for the purpose of reoccurring payments for the website. However, we aren't sure if we are able to get a credit card as a Playschool. Michael wondering whether we might be able to get one from ATB. Avey made a motion to look into getting a credit card. Connor seconds. All in favour.

The CDSS has requested a Playschool rep attend a meeting with them in 3 days. Marie is not able to attend because Aspire will be up to do assessments on the kids that day. Cory will call them to discuss.

Parents and those picking up children from Playschool are expected to act in a respectable manner. Absolutely no physical or verbal abuse towards staff will be tolerated.

Marie was wondering what we want to charge for school photos. There are 4 photos of each child and class photos. There was discussion around how many will likely order. Michael suggested that we'll need to charge \$20 per child in order to cover our costs.

Marie let us know Coco Brooks fundraiser was very successful. We made \$1600 in profits. Cory will talk to Kathy at the Recreation meeting about where to sort the Coco Brooks order. Pick up will be on a Thursday after class, so we'll make the pick up for the next fundraiser on a Monday or Wednesday. The next fundraiser will be 50/50 tickets.

Board moved to in camera to discuss compensation of staff.

Cory adjourned the meeting at 10:00 pm