

**“*We are parents who work together to make informed decisions, representing the membership to ensure the longevity of the Waterloo Co-operative Preschool and to enhance every child’s potential for learning and fun.***

***We communicate with a united voice, and the spirit of openness to be a positive influence with unwavering commitment and confidence to delegate.”***

**Board of Directors Meeting**

**Date:** May 17, 2021@7pm via Zoom videoconference

**Call to order:** 7:04 pm

**Attendance:** Jana Strittmatter, Laura Hatton, Leo Kyle, Steph Higgins, Carolyn Hay, Tracey Marques, Patty Fallis-Robbins, Melissa Lehmann

**Regrets:** Yasheeb

**Approval of previous minutes:**

* May 6 Adhoc Board meeting - waiting for minutes from Leanne

**Approval of agenda:** ***Laura motions to approve the agenda.***

***Carolyn seconds.***

***All in favour.***

***Agenda approved.***

**Aims of meeting/Discussion Points:**

* EYE goals for next year
  + *AODA compliance and overhaul registration process*
    - *We are already AODA compliant*
    - *Much of the reg process was streamlined starting last year*
  + *Mid cycle was updated*
    - *Will continue to update as we add more online forms to streamline the process - add as fillable pdfs*
    - *Next year options - by laws (governance), surveys (data research and evaluation), help educate people new to canada with outdoor play etc, dealing with board turnover/continuity, board advisory position?*
* Elections for next year's Board - usually occur late May or early June (new terms start July 1)
  + *Survey monkey to vote*
  + *Jana to contact person who expressed interest in pre-reg*
  + *Steph to take on president for now*
  + *Leanne also returning on board*
  + *Laura to ask for full reg packages back within a week or so to try and get more info to fill board positions*

**Supervising Teacher (Tracey)**

* *One child on subsidy - Melissa to calculate days and update exact amounts*

**President (Jana)**

* So far only one new member interested in board role:
  + Bhumira Patel - Son Rahiv is in Preschool class - no role in particular

**Vice President (Leo)**

* Cleaner/Screener Role
  + *Found 3 candidates to offer the position to*
  + *Natalie and Debbie as new hires and hopeful they will return in the fall*

**Treasurer (Steph)**

* Items to purchase with the surplus
  + *Replacement fund - mulch and peastone*
  + *Cart as an expense as extension of plexiglass*
  + *New printer - not made anymore so can we use the toner first then replace?*
    - *Currently magenta toner won’t work*
    - *Can we get an IT person to come in and service/fix laptop and printer*
* Specific list of items for the replacement fund (Plexiglass)
  + *Church donated some plexiglass*
* Etransfers for May is a go

**Bookkeeper/Admin (Melissa)**

* May tuition payments: currently 8/12 preschool and 5/12 KP families have paid their May tuition by etransfer.
* Extended care option paid for by 4 out of the 5 KP families who have paid their May fees.
  + *Tracey will send attendance to cross reference who has paid*

**Membership (Laura)**

* Numerous people have requested that we provide an alternative to cheques.
  + *Would require opt out deposit - may cause people to not come*
  + *Pre-authorized debits?*
* Spring numbers: 10/12 preschool, 6/12 kinderprep as of May 17
* Fall numbers: 9 preschool, 4 kinderprep, 6 toddler as of May 17
* KP children who are choosing not to come, are they paying fees to secure their spot to return at a later time or can we give it to children in Preschool who wanted to add KP on?
  + *Withdraw without penalty is ok - if you want to have your space held, you need to pay*

**Communications (Carolyn)**

* Should we send out another survey regarding children returning to school?
* Communication regarding KP as an alternative to Kindergarten
  + *Tracey to follow up with email of those who have withdrawn for comms list*

**Operations (Yasheeb)**

* 1. The light outside our purple door may not be working yet.
* 2. The steps coming down from the playground are unsteady still.
* 3. The Flooring is on hold until the church does the underground sewage/piping.
* 4. The vent we were supposed to get with a fan in the door to enable better ventilation. **Fan will be installed.**
* 5. Albert St. Sign, pending revision from 1 party for final approval by Church.

**Date of next meeting: June 14, 2021**

**End of meeting: 8:43pm**