

Annual General Meeting HLPS Minutes

August 29, 2022 @ 7pm

In Attendance:

Michelle Demes, Micheal Wersch, Cory Zetson, Melanie Borys, Ashten Barclay, Sherry Krozser, Connor & Marie Stratuliak, Sharmarann Myers, Kristie Thouret, Pamela Ritchie, Peggy Long, Kimberlee Hunter, Avery Christensen, Florian & Jody Salvatzky

Call to Order:

Cory Zatson calls AGM meeting to order at 7:41pm

Adopt Agenda:

Peggy Long motions to accept agenda as presented. Kimberlee Hunter 2nd.

****Topics can be brought up along the way without having to be on the agenda just be careful not to sidetrack too much as the meetings tend to take to long.***

Reading & Approval of Last Meeting Minutes:

AGM Minutes from 2021 read by Melanie Borys. Peggy Long motions to accept last year's meeting minutes as presented. Sherry Krozser 2nd.

Reports:

- President's Report: Cory Zetson- Working on Daycare. Village granted green space.
- Treasurer's Report: Sherry Krozser. \$36, 000.00. Waiting for a grant (Every child \$75 a month from government) it is shown in the report as -\$9,000.00 to show we are still waiting for it. Waiting on class size to know revenue cost.
- Teacher's Report: Marie Stratuliak. 2 years teaching here. Partner with ECS for PUF. 27 students last year. 18 registered this year. She is passionate about providing the children with a wide range experiences and field trips. She informs parents if they have a younger child 2 years 8 month with special needs can start early with PUF.

Melanie Borys motions to accept all reports as presented. Kimberlee Hunter 2^{nds}.

Election of New Board Member:

Cory Zetson reads through procedure and criteria of each position.

The executive members shall be elected be the members of the Playschool society. In the event of a vacancy / withdrawal of a position, the executive shall hold a by-election for the vacant position. Failure to perform duties will result in termination of office by the remaining executive members. An executive will be terminated by a letter written by the chairperson.

Vice-President

- shall preside at any meetings in the absence of the president
- shall be responsible for advertising for new registration three times yearly
- shall be responsible for recording minutes in the absence of the secretary
- shall be responsible to the incoming vice-president for any assistance if necessary
- shall be responsible for CDSS Reports and attend meetings with CDSS
- shall be responsible for Board and Parent Meeting Agendas
- Signing Authority

Secretary

- shall keep minutes of proceeding at all meetings, arrange for typing, photocopying, and dispersal of those 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
- shall be responsible to the incoming secretary for any assistance if necessary

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 have the current budget year account of receipts and disbursements audited by members elected from the society, prior to transferring the books to the incoming executive
- shall complete and 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)

Introductions of 2021-2022 Board of Directors:

President- Cory Zetson stays on as presiden.

Vice President- Conor Stratuliak volunteers. All in favor

Secretary- Avey Christiansen volunteers. All in favor

Treasurer- Micheal Wersch volunteers . All in Favor.

Melanie Borys informs everyone that the Board was considering separating the responsibilities of the Treasurer position. The Bookkeeping & Grant position would be paid. Board would interview candidates. Sherry Krozser gives an approximate \$30 per h. 3-4h per month. There was a lengthy discussion on continuity and if & when the playschool becomes a Daycare that is may be advantageous at that time to hire a bookkeeper, but that will be decided at a later date by the new Board and parents. Also Sherry Krozser informs the Board that Sarah Bosse use to audit books for HLPS for years, but is retiring, so a new auditor needs to be found.

Acknowledgement of Retiring Board Member:

Melanie Borys, thank you for all your hard work and dedication as Vice President these past two years, helping us navigate all the ups and downs of COVID and the ever-changing restrictions of our government, writing CDSS Reports, Grant Applications, creating monthly Board and Parent Meeting Agendas and keeping us organized.

Iva Harberg, thank you for being a wonderful contact person between the Board and parents, information distributor, taking monthly minutes for both Board and Parent Meetings and creator of fantastic HLPS Monthly Parent Newsletters.

Sherry Krozser, a HUGE thank you for your unwavering dedication to HLPS and your 15+ years of work as Treasurer! Your knowledge and expertise in finances has literally kept HLPS afloat! Not to mention the general knowledge of the inner workings of the village, CDSS, HAARP, and the Recreation center. You have been a cornerstone for HLPS and the community of Hay Lakes!

Parent Volunteer Positions:

****these position are volunteer based & an election is not necessary***

Cory Zetson goes through each position and asks for volunteers.

Fundraising Coordinator – Pamela Ritchie & Peggy Long volunteered

- Decides what fundraisers to do throughout the year & notifies Executive
- Contacts Organizations to get fundraising information
- Organizes and distribute information packages for parents
- Layout timelines and due dates of fundraisers
- Collects order forms, etc. from parents
- Distributes to parents once orders are in
- All funds collected goes to Treasurer
- Works with Treasurer to see which family gets Fundraiser Cheque back

****There can be more than one***

Fundraising Committee- Marie & Conor Stratuliak and Kimberlee Hunter volunteered

- Supports Fundraising Coordinator
- Helps organize fundraiser

- Helps collect forms & money
- Helps put in orders
- Helps picking up, sorting out and handing out orders to parents

****There can be several***

Grant Application Coordinator- Kimberlee Hunter volunteers

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

****There can be more than one***

Old Business:

- We are working with our Licencing officer, Mylinda Spencer to transition from Playschool to Daycare. Why? There are more grants that are available to organisations and better financial aid families can apply for. This is a time-consuming process with a large amount of paperwork, so this may not be in affect until January, 2023 at the earliest.
- Had meetings with the Village and Recreation Centre to see if we can use more outdoor and indoor space. These are requirements of a Daycare

New Business:

- We are also looking into a larger space to move into to expand the Day Care to under 3-year-olds and possibly After School Care Program if the Recreation Centre cannot meet our needs.
- We are looking into a space, but require several inspections, negotiate a rental agreement and see if our licencing officer agrees to the space. September 13th with church.

Adjourn the meeting:

Cory Zetson adjourns meeting at 8:40pm.

Thank you for participating in HLPS AGM! Have a wonderful evening & see you in September!