



## Meeting Minutes

### Board of Directors Meeting - Campus Preschool

Wednesday, January 12th, 2011

**Meeting Called by:** The Campus Board of Directors

**Facilitator:** Carolyn Blasetti - Chairperson

**Attendees:** Wendy Trimble, Lisa Schaffer, Claudia Cull, Shawna Hystad, Diane Graca, Sara Dyck, Jennifer King, Karen Van Steenis, Rhiannon Carter, Mary van-Cuyk Aubie, Sandra Jensen

**Absent:** Heidi Dyck, Sara Anderson

**Call to order:** 7:15 p.m.

No minutes received from Secretary, therefore unable to amend/approve. To be reviewed, amended and approved next meeting.

#### TOPICS:

##### A. Additions to Agenda

None

##### B. Old Business:

###### i. Privacy Policy

- grammatical changes made
- read over and approved by Carolyn's lawyer/friend
- lawyer's advice "if you have made it into a policy, follow it!!!"
- alumni list can be kept in either electronic or hard copy form
- registrars will give Mary a hard copy
- Question: How long do the waivers need to be kept in case of law suit?
- **Action: Carolyn will ask her lawyer/friend**
  
- Wendy stated things like the Silent Auction catalogue needs to be kept for seven (7) years now for audit purposes

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- we can keep any personal information as long as we have a justifiable reason for keeping it

**Motion:**

- Carolyn moved to approve Personal Information Protection Policy
- 2<sup>nd</sup> by Lisa
- carried

**ii. Pre-School cards on hand if needed**

- Communications Coordinator has the electronic template of the Thank You card created by Lisa. Communications helper will look into if it is cheaper to get printed up or for Lisa to print them and submit expenses.

**iii. Food Preference Study**

- the school was contacted via the website by the a U of C professor to participate in a food preferences study. The researchers want to know which foods children aged 3-16 years would eat IF they had complete freedom to make their own choices. They especially want to know *if children with learning and developmental problems have different food preferences* from children experiencing typical growth and development. The researchers have receive ethical approval and we have received a letter explaining the study. It is an online survey and takes approximately 30 minutes to complete. No personal information is collected. It is restricted to one child per household. Most questions are to be answered by the parent and a short section requires the child's answer to the question. They are very basic questions about what the child actually eats, if they like/don't like to eat it and what they would like to eat if they had the choice (i.e. Parent: Do you like broccoli Bobby? Bobby: I LOVE broccoli!!!! Parent: DO you like asparagus Bobby? Bobby: It's Yucky!!).
- Participation is completely voluntary. Our contribution would be to send the letter home t families via the backpacks and it is up to the parents to choose whether or not to participate.
- The researchers would look after all the printing costs of the letters.
- It was decided the Board/School would like the results of the study once completed.

**Motion:**

- Mary moved to approve participation in the Food Preference Study conducted by a researcher at the U of C.
- 2<sup>nd</sup> by Diane

- **carried**

- Rhiannon will contact the U of C with our approval to participate and request the results be sent to the school.

#### **iv. Registration - March 2<sup>nd</sup> (alumni) & 9<sup>th</sup> (new)**

- flyers to be printed for distribution with sign-up sheet at front door
- print fewer flyers this year as there were lots left over last year
- fewer registration packages to be printed as well - only 15 for now
- we will encourage people to download forms off the website
- no changes required to registration package at this time
- privacy policy/consent will need to be added to the welcome package and to the website
- we will talk more about the particulars of registration night and the volunteers needed next meeting
- Karen Van Steenis has agreed to be nominated for Sr. Registrar

#### **C. New Business:**

None

#### **D. Board Member Reports:**

##### **i. Teachers: Mary**

- January 29<sup>th</sup>, 2011 is the Pre-School Teacher's Conference here in Calgary
- Thank You card for Kemal Ciftci for donating our wonderful new carpet...even the children noticed the new carpet
- Mary has put an order in for a new water table (old one is leaking) and some new toys
- a couple of ceiling tiles in the bathroom need replacing as they are black on top. We will have Rhiannon's husband (a environmental health consultant) assess them before taking action to replace them in case there are any health and safety concerns.

#### **Sandra**

- With deepest sadness and regret, Sandra has given her resignation as of the end of the school year due to her husband changing jobs and the likelihood of a family move. Therefore, we will need to start the process of looking for a replacement.

- there is a hiring process in place and Mary will begin that
- the news will be announced in the Chair's message in the upcoming Feb/March newsletter

**ii. Chairperson:**

- **Campus Pre-School received the Honorable Mention Award in the Calgary Child's Parent Choice Awards!!!!**
- Yeah us!!

**iii. Vice Chairperson:** Nothing to report.

**iv. Treasurer:**

- the Silent Auction did not do as well as hoped, we only made \$7655.00. Based on that we could be in financial difficulties by the end of the year again. The current fees don't cover our costs and we were hoping to make more with fundraising and donations, which would help cover any short fall.
- the fee increase this year was not enough to cover costs and create a cushion in case of low enrollment
- Wendy has started doing some research on registration fees of other comparable pre-schools in the NW.
- Question: By how much do we need to increase registrations fees to cover operating expenses? *Action: Wendy to look into this and present some different scenarios next meeting.*
- Question: Can we revise the budget and possibly eliminate any unnecessary or luxury expenditures to help save some money this year? *Action: Wendy ad the teachers will look over the budget and expenditures to see if there is anywhere we can save money this year.*
- **Emergency meeting set for January 19<sup>th</sup>, 2011 to discuss and vote on an increase in registration fees in order to:**
  - **provide adequate notice prior to registration**
  - **include new information in the up coming newsletter**
  - **change flyers before printing**
  - **change registration forms before printing and on the website**

**v. Chairperson of Committees:**

- new family to fill the Scholastic position vacated by Karen when she takes over the registrar's position

**vi. Communications Coordinator:**

- a teacher, who has just moved to Calgary from Australia, has contacted the school through the website and would like to volunteer here until she can get her pre-school teaching license. *Action: teacher to discuss.*

**vii. Fundraising Chairs:**

- Silent Auction expenses will have slightly exceeded the budget. Diane will have a final total by next meeting.
- chairs both feel being able to offer a tax receipt made a difference in acquiring donations this year
- Bottle Drive was held on January 8th, 2011. Donations were comparable to last year and will have total amount made for next meeting.
- Chairs feel the fundraising environment must change at Campus if it is to be relied on to cover operating costs. Last year was a hard economic year to fundraise in and this year was even more challenging. Almost all of the fundraiser held this year brought in fewer dollars compared to last year.

**viii. Registrars:**

- talked about registration night. Will discuss more in detail at the February meeting.
- Mary said there have been many calls and class visits scheduled

**x. Secretary:**

- not in attendance

The next meeting Wednesday, January 19th, 2011 and February 9th, 2011.

Meeting adjourned at 9:20 p.m.