

ACES Meeting Minutes December 12, 2017, CCHS, Room 1209, 7pm

In Attendance: Tim (left after discussing Banff marathon opportunity), Melanie, Ronna, Maureen, Shelly (left after update on Christmas basket raffles), Amy, Nicole, Lexi (via Zoom)

Item	Topic	Discussion /Action	Follow Up By Who/ When
1	Call to Order Approve Agenda	Call to Order - Motioned by Lindsey, seconded by Nicole Approve Agenda - Motioned by Lindsey, seconded by Amy	
2	Approve Minutes	Approve minutes from November 21, 2017 motioned by Lindsey, seconded by Amy	
3	Marathon Fundraiser	<p>50 volunteers required for 1 day in June. We will get \$5,000. Canmore Running Culture offered to help us meet our 50 person requirement. They don't know yet how many people they can provide. The marathon group wants a long-term commitment but we may be able to do this year as a trial. 27 countries are represented in the race from all over the world. It is already sold out. We would be required to marshal the race and cover a hydration table. Teenagers can be part of our volunteer commitment. There is no preparation for the event or work to do afterwards. We just need to show up and participate.</p> <p>MOTION - Motion by Lexi to pursue the Banff marathon opportunity, seconded by Lindsey, all in favour - all, any against - none.</p>	
4	Springfest and Winterfest Discussion	<p>Melanie - Need to consider timing for events.</p> <p>Raffle in March. Springfest and flowers in May. Sausages in January/February. Candalmas is in February. Teacher appreciation in March.</p> <p>Lindsey - We need to have a discussion about Springfest. How can we make it more successful? How can we market it to the greater community? Maybe we need to hire someone to coordinate and market the festivals.</p> <p>Nicole - What is the importance of these events to the school? Is it to stay true to our Waldorf pillar? They aren't successful fundraisers.</p> <p>Ronna – They aren't fundraisers. They are community events. They are ways to bring people together to celebrate the seasons. They are to</p>	<p>Lorna to coordinate teacher appreciation.</p> <p>Discussion of Springfest and Winterfest tabled until next meeting. Amy to add to January agenda.</p>

		<p>bring experiences to our children. These experiences are very different than any other school in the valley can provide to children.</p> <p>Amy – Sounds like there is support for the events, but the issue is more that it is too much work for the organizer. The current model may not be sustainable. Need to rethink the business model for these.</p> <p>Ronna – what about just hiring someone for Winterfest? But not Springfest?</p>	
4	Basket Fundraiser - Shelly	Shelly - The basket fundraiser is off and running. Spread the word on contributing to them.	
5	Governance Training - Lexi	<p>For January – what does it mean to be a board of director?</p> <p>Board duties – due diligence (need to be prepared for the meeting), commitment (to attend meetings), loyalty (acting in honesty and good faith, work together), and care (holding ACES sacred).</p>	Tabled till next meeting. Amy to add to agenda.
6	Review of To Do List	<p>Maureen’s contract – done, Maureen to review</p> <p>Ukuleles – to be ordered this week</p> <p>Lorna financials – Lorna has them</p> <p>CIP grant – Amy to get off G drive</p> <p>Ronna to work with Renee - \$300 credit from Usborne, Ronna has coordinated with Teachers and Renee to purchase books</p> <p>Amy – Will summarize last years survey results before AGM</p> <p>Ronna – teacher nature interpretation training (may be something we can get grants for). \$335 per person for a two-day course.</p> <p>ECP Signage – has not been looked at</p>	<p>Amy to get CIP grant and circulate.</p> <p>ECP Signage – Melanie and Maureen.</p>
7	Playground Update		
7.a	Lindsey	Meeting tomorrow night to get feedback from parents on playground concepts that are high priority.	
8	President’s Update		
8.a	Nicole	None to give.	
9	Vice President’s Update		

9.a	Lindsey	<p>Lindsey met with Chris today. There is a need to clarify roles of parent council versus ACES. For example, the discussion around a computer as a tool for learning in Alpenglow. Chris used the parent council as a sounding board to get feedback on this question. There are 4-6 students that could benefit and given that it would be limited use, it does not impact the Alpenglow essence document. Chris said he would never execute this without discussing with ACES. Lindsey was informed that Chris and Hans are acting within the boundaries of the Alpenglow service agreement and the essence document. Chris will keep us in the loop on this.</p> <p>The other item discussed at parent council was in relation to full day kindergarten. Again, Chris said he used the parent council meeting as an avenue for getting feedback on this. On this topic, Chris said we can't make a decision until the new year when we connect with Chris McFee. In the meantime, we can say that this is under consideration.</p> <p>When are the agendas circulated for the parent council meetings? So parents know what topics will be discussed and can attend meetings if they want to be part of the conversation. Agenda for January meeting will go out to parents by January 8th.</p>	Lindsey has meeting with Chris and Hans January 8 th in preparation for meeting with Chris McFee to discuss master agreement.
10	Admin Update		
10.a	Maureen	<p>Can we increase our credit card limit to \$5000 from \$1000? We would need to put \$3500 into a cashable GIC to secure this. The \$5000 was chosen because our mercurius order is generally in the \$4000s.</p> <p>MOTION – Ronna motioned to increase our credit limit to \$5000 and put \$3500 into a cashable GIC, seconded by Lindsey, all in favour – all, any against – none.</p>	Maureen will make this happen.
11	Festivals Update		
11.a	Melanie	Winterfest numbers are low. Ticket counter was 300. Don't know net	Melanie will compile and share her list of who she has asked for

		<p>revenue yet. Need to figure out how to compare against past years as different metrics may have been used in past years (e.g. ticket numbers versus number of participants).</p> <p>Advent spiral being taken care of by Ronna and Julie.</p> <p>Springfest – Need to use up the items that are in the storage unit. Box of soap, bubble wands, nature weaving, hoola hoops. Already prepared string art for Springfest.</p> <p>We need a record of where we have asked for donations so that we don't ask again. We need a process for knowing who has asked, when and for what. This would logically sit with Maureen.</p>	<p>volunteer items with Maureen.</p> <p>Maureen will manage this going forward. Anyone asking for donations from the community, need to clear the request with Maureen first.</p>
11.b	Melanie	<p>Raffle proposed for March. Last year it took 14 weeks to pull off. Raffle will need to be started in early January in order to hit end of March. West Jet application needs to be done in January. Still looking for a volunteer to take this on; there is someone asking about it, but has yet to commit.</p>	<p>Lexi will apply to West Jet tomorrow. Lexi will also approach Air North for an all-inclusive prize.</p>
12	Treasurer Update		
12.a	Lorna	<p>Has updates for October and November. Lorna has requested details by line item from the book keeper. The way Lorna gets information now is not in enough detail to give us a good sense of where we are sitting on a month by month basis against our budget. We also want a report on income and expenses for each month.</p>	<p>Lorna to get better financials for next meeting.</p> <p>Lexi offered to help.</p>
12.b	Lorna	<p>We need a solid update on our budget for this year and we need to get set up for next year. We need some dedicated budget meetings.</p>	<p>Need to start this in January.</p> <p>Lorna to connect with Banff Canmore Community Foundation re. budget planning for non-profit groups.</p>
12.c	Lorna	<p>Music expenditures – Request for wooden recorders in Grade 3/4 class. Question as to what the schedule is for music in classes. Is it: pentatonic flutes for grades 1 and 2; recorders for grades 3 and 4; and</p>	<p>Lorna to get better clarity on financials.</p> <p>Executive can vote once we get a signal from Lorna as to her</p>

		<p>ukuleles for 5 and 6.</p> <p>Lorna needs more financial information to comfortably make a decision on purchasing the recorders.</p>	comfort level.
13	Fundraising		
13.a	Lexi	<p>Waiting on playground estimates.</p> <p>Meeting tomorrow for parent engagement to get feedback on types of elements that could be included in the playground.</p> <p>Banff Canmore Community Foundation funding cycle due end of January.</p> <p>Government of Alberta funding applications due March.</p> <p>TD funds application due January.</p> <p>Need to find raffle person.</p> <p>Dead Man Mommas and Kaeli are keen to do a hip to be square party. We have to decide if we want to add this into our planning.</p>	Lexi will re-engage to explore the square dance option further.
9.b	Nicole	Casino application	Nicole to submit this week.
10	Director at Large		
10.a	Ronna	ACES planning session set for January 2 nd from 5-9pm.	<p>Nicole's house.</p> <p>Nicole to send notes from last process.</p> <p>Nicole to prompt people to submit questions for consideration during the meeting.</p>
13	In Camera		

13.b		MOTION to go in camera by Lindsey, seconded by Ronna.	
13.c		MOTION to come out of camera by Amy, seconded by Nicole.	
14		Meeting Adjourned – Motioned by Lindsey, seconded by Ronna.	