

ACES Meeting Minutes January 15, 2019, CCHS, 7pm

In Attendance: Nick, Amy, Lexi, Maureen, Ronna, Jolene, Lindsey

Item	Topic	Discussion /Action	Follow Up By Who/ When
1	Call to order 7:04 pm	Motioned by Lexi Seconded by Nick	
2	Approve Agenda	Motioned by Ronna Seconded by Jolene	
3	Approve November 20, 2018 Minutes	Motioned by Lindsey Seconded by Nick	
4	Calendar Updates and Upcoming Events	February 1 st is Candelmas Kindy open house February 6 th	Grant deadlines have been entered into the Alpenglow calendar. Raffle to be moved to June.
5	President	No questions regarding Lexi's board report Check in on work load for ACES members. Demands on Fundraising have been very high but the workload will drop off after today. The playground RFP is finalized and numerous grant applications have been submitted. Treasurer workload is manageable. Director at Large has some capacity but expects that work will ramp up. Secretary workload is good. Not looking for more but happy with current demands. Administration workload is good. Vice President workload is fine at the moment. President workload is good. Happy with the high level that ACES is functioning at. Focus will be on continuing to move files forward.	
6	Vice President	Meeting with Administration (Chris, Chris, Carol) regarding support for the kindergarten program for next year. The board has committed to the same level of support as last year for kindergarten as well as for one EA. MOTION to set 2019/2020 kindy fees at \$1975 per child per year by Lindsey, seconded by Nick, all in favour.	Follow up discussion on how to structure volunteer commitment for 2019/2020. Melanie, Maureen and Ronna (at a minimum) to participate in the follow up discussion. Maureen to take the lead on pulling together two ads to run in the Rocky Mountain Outlook between now and the kindy open house.

		<p>Discussion regarding parent volunteer bond - Ronna researched the requirements at Calgary Waldorf. Parents do not have a set number of hours but they must sign up to volunteer at Winterfest as well as a number of other events. They essentially sign a contract requiring them to participate in a given set of events. Parents sign up in March for the next year. For Alpenglow, we could consider providing sign up sheets for volunteer opportunities in September. Also consider going from a set number of hours to a minimum number of volunteer activities.</p> <p>Kindy marketing – Ads from last year are at Rocky Mountain Outlook. We can do 2 ads between now and the kindy open house. We can re-run one or more of the ads from last year. We could do a new ad with a kid testimonial. Ads should drive people to our website. Jolene will lead social media outreach.</p> <p>Kindy open house logistics – Lexi and Lindsey to lead.</p>	<p>Maureen to get posters printed for kindy registration. One for the open house and one for open registration (to be used after the open house).</p> <p>Jolene to set up paid online advertisements for kindy open house and registration.</p> <p>Reassess marketing strategy for kindy registration at the next meeting to see what else we need to do.</p> <p>Lexi and Lindsey to discuss kindy open house logistics with Chris and Hans in their meeting next week. Maureen to provide printed materials for open house.</p>
7	Fundraising	<p>No questions on board report.</p> <p>Request for Proposal (RFP) Questions – Any sub-contractors need to be covered under the insurance of the contractor. There is no risk to ACES for this stage of the work. The contract that will be signed is non-binding. We could have a legal review of the binding contract when we get to that stage.</p> <p>There is a provincial program that provides funding to new schools to get funding for a playground. Jolene is working with CRPS to get us engaged with this process. The call for funds was in the fall but we will see if we can get in the cue this year.</p> <p>MOTION to approve RFP as currently crafted (with potential non-substantive edits from CRPS) by Jolene, seconded by Ronna, all in favour.</p> <p>Outdoor Classroom - It might be beneficial to pursue a partnership with a local group, company or individual to help support the development of the outdoor classroom.</p> <p>Raffle – We are in need of a raffle coordinator or we need to divide up the tasks to make it more manageable for people to lead. Jolene, Amy and Maureen to take on the raffle until we find a coordinator.</p>	<p>Lindsey to follow up with Chris about the Recharge conference.</p> <p>Jolene to follow up with Carol and Cam to see about getting funds for playground from provincial government.</p> <p>Jolene to share playground proposal document with ACES.</p> <p>Ronna to do an email introduction between Jolene and Kathy Arney regarding developing a document that can be used to help engage potential supporters for the outdoor classroom.</p> <p>Jolene to assign raffle tasks to Amy, Maureen and herself to move the raffle forward.</p>

8	Treasurer	No questions on board report.	Follow up on audit requirement at next meeting. Letters to be sent to any families that are in arrears.
9	Festivals	Not present.	
10	Director at Large	No questions on board report. We can use Dave's talk as a way to promote kindy registration. We would like to have Diane do a talk, perhaps in March.	Ronna to arrange a talk with Dave for after the open house. Target February 27 th or 28 th . Ronna to see about Diane doing a talk during the last week or March or the last week of April.
11	Admin	No questions on admin report.	Maureen will check in with teachers to make sure they have what they need (supplies and stories) for Candelmas. Ronna is available to help if need be. Lexi and Nick to go to RBC to sign banking papers for Alpenglow.
12	In Camera		
13	Meeting Adjournment 10:00pm	MOTION to adjourn Lindsey, seconded by Nick	