

ACES Meeting Minutes January 16, 2018, CCHS, Room 1209, 7pm

In Attendance: Melanie, Ronna, Lindsey, Shannon F, Maureen, Amy, Nicole, Lexi (via zoom), April

Item	Topic	Discussion /Action	Follow Up By Who/ When
1	Call to Order Approve Agenda	Call to Order - Motioned by Nicole, seconded by Lindsey Approve Agenda - Motioned by Ronna, seconded by Nicole	
2	Approve Minutes	Approve minutes from December 12, 2017 motioned by Lindsey, seconded by Lexi	
3	Governance Training	Lexi will interject as meeting unfolds – will highlight excellent examples of governance, and identify learning opportunities.	
4	Review of To-Do List	Maureen to review contract Maureen to order ukuleles and recorders Amy to obtain current version of CIP grant ECP Signage (Melanie and Maureen to look to see if it can be modified and used for Alpenglow) Requests for donations (Maureen to coordinate when people ask for donations so that we aren't submitting multiple requests to the same people/companies) West Jet application (Lexi) Casino application (Nicole) Lorna – budget planning for non-profits with Banff Community Foundation	Review of contract outstanding – Maureen to follow up with Executive Nicole to share May 2017 version of CIP grant with ACES ECP signage outstanding Maureen coordinating donation requests Denied by Westjet Casino application outstanding. Nicole to submit. Lorna not present to speak to whether she looked into budget planning for non-profits with Banff Community Foundation.
5	Playground Update		
5.a	Shannon F	Attendance at parent engagement evening was low. Plan to follow up with a Monkey survey to seek feedback via a survey. Goal is to start construction at the end of June. Shannon has changes that she would like to see implemented, e.g. how drainage is dealt with. Shannon wants to meet with Robin Z and David W to review plans.	Maureen has survey drafted. It will go to parents shortly. Shannon to bring design changes back to ACES and parent council for feedback. Following engagement with ACES, parent council and parent survey, we go back to consultants with proposed changes.
6	President's Update		

6.a	Nicole	Meeting between Ronna, Lindsey, Lexi and Nicole a week ago at Banff Centre to draft a marketing plan for Alpenglow. Identified tactics for marketing for Alpenglow. First strategy is to begin a general awareness campaign in the Outlook leading up to Kindy registration. Ads will appear in the next 3 weeks featuring testimonials from higher profile families explaining why they chose Alpenglow. Idea is to build momentum leading up to Kindy open house. Total cost of ad is \$220 per ad.	Maureen to post ad on our website and our social media sites as well. Nicole will send to Maureen.
6.b	Nicole	Working on larger marketing strategy.	Will be drafted by weekend and circulated to ACES on the weekend.
7	Vice President's Update		
7.a	Lindsey	Lindsey in communication with Chris and Hans regarding new teacher hires. We will be engaged for training the teachers. Existing teachers will also be part of training sessions.	Lindsey to talk to Chris and Hans about options for outreach to current kindy parents to secure them at Alpenglow.
7.b	Lindsey	Nature interpretation training (IGA) is available for teachers in February. That is too soon given the new teachers. There are sessions in April, May and June. We can get teachers into 2-day session in one of these months if we want to pursue this.	Follow up on this closer to the spring.
7.c	Lindsey	Other training for new teachers is Milenium Child.	
7.d	Lindsey	Sacramento training is not being offered this calendar year.	We will need to find alternative training for new teachers.
7.e	Lindsey	Lindsey and Lexi also met with Chris McFee and Violet. Chris and Violet are extremely supportive of Alpenglow. They want to see our school be very successful. Chris offered to attend meeting with parents and ACES. They were very supportive of the marketing plan. Endorsed us getting out to the broader community in a big day. Chris is in favour of getting systems in place so that the school will continue to thrive in the face of administrative changes. There was a lot of excitement in the room. There were lots of ideas associated with going to a full day kindergarten and our thoughts on how to do that in a way that is	ACES to meet with Chris in February. Lindsey will schedule for February 27 th . We will set the agenda in advance.

		consistent with the Alpenglow vision.	
7.f	Lindsey	<p>Full day kindy – will be Monday to Thursday. Goal is to get 22 registered students. Afternoon programming will be Forest Play, Paleo Play, Music Magic, etc. Quotes are pending from these contractors on what the cost will be for the afternoon programming. ACES will be required to pay for the afternoon programming.</p> <p>Amy – can we offer a half day option as well as a full day option to capture both markets.</p> <p>Lexi – we should run the numbers to see what will work.</p>	<p>Focus is on getting set for open house.</p> <p>Lindsey to investigate option of offering both a full day and a half day.</p>
7.g	Lindsey	<p>Nature immersion at Alpenglow – Lindsey met with Andrea Barnes about beefing this up in the older grades. Andrea was going into meeting with teachers. Need to create enthusiasm around this. Reference to nature immersion program at Banff nature explorers program as a potential model. Something that ACES needs to consider is whether we have funding to facilitate increasing the nature immersion elements at Alpenglow. Hire a contractor, for example, to help execute this. Andrea’s focus has been more on field trips.</p>	<p>Maureen to follow up with Andrea regarding the plan for each grade and whether there is a bigger vision out there.</p> <p>ACES needs to revisit this and discuss further leading into budget planning.</p>
7.h	Shannon	Relationship with Kaeli should be fostered so we can maintain her presence in our community.	
8	Admin Update		
8.a	Maureen	See report.	
9	Festivals Update		
9.a	Melanie	Candelmas is set for early February. In the long run we are looking for a parent that would take the lead on this to lessen the burden on the festivals person.	<p>Ronna supporting Melanie on this.</p> <p>Lindsey to coordinate with teachers to set a schedule for classrooms to participate in this event.</p>
10	Treasurer Update		

10.a	Lorna	Lorna not present. Refer to Lorna's report.	Need to schedule a budget planning session ASAP. Maureen to talk to Carrie about how soon we can get budget figures. Have budget meeting on the 30 th at Lexi's house at 7pm.
11	Fundraising		
11.a	Lexi	Lexi has received agreement from the Banff Marathon with our duties and responsibilities along with theirs. No red flags.	Maureen to sign.
11.b	Lexi	Missing link sausages fundraiser. If you buy 6 or more then you get them at less than cost at a store.	Maureen to follow up with Lexi about pushing on social media.
12	Director at Large		
12.a	Ronna	Still working on library books.	Ronna will place order soon.
12.b	Ronna	Proposal for an outdoor concert at Banff Centre that Alpenglou could be featured at.	Ronna to follow up.
12.c	Ronna	Chris McFee suggested radio ads to support outreach for Kindy registration – ads would feature children and parents.	Ronna to pursue radio ads. Could be an interview style or an ad. Budget to be approved by exec via email. Lindsey to forward contact person to Ronna.
13	New Business		
13.a	Open House	Lindsey – Chris and Hans organize the open house. ACES attends (Nicole and Lindsey attended last year). Erin also attended in the past.	Lindsey will get date for open house. Lindsey will follow up with Chris and Hans regarding a teacher being present (Erin will likely be on leave – or close to it). Have poster available at the event. Get emails to allow us to follow up afterwards with families.

			<p>Have afternoon contractors present as well.</p> <p>Profile playground.</p>
13.b	Recruitment of New Families	Generate poster advertising Kindy at Alpenglow.	<p>April will distribute poster to Mountain Munchkin.</p> <p>Newspaper ads - Nicole</p> <p>Radio ads - Ronna</p> <p>Send poster to Dave, Cory and Corrina.</p> <p>Lindsey to follow up re. cross pollination at ERS open house.</p> <p>Roots and Wings – Lindsey</p> <p>Lexi to go back to Melanie’s email with outreach ideas and distribute. People need to sign up.</p>
13.c	Master Agreement Discussion Update	<p>In progress. Lindsey leading.</p> <p>Lexi – we should take a critical look at ACES’ roles and responsibilities in the master agreement to make sure we are doing a good job of delivering on our end of the agreement. If there are areas that we are deficient in, we should follow up.</p>	<p>Lindsey to talk to Chris and Hans about mentoring for teachers and for a parent engagement week. Ronna has someone in mind. She will share name with Lindsey for her conversation with Chris and Hans. There could be grant funding to support a speaker series. Ronna to come up with 3 speakers (this is what our agreement requires).</p> <p>We need to endorse changes to master agreement document (MOU) made during the January planning session. Ronna has distributed. Amy will resend. Everyone review and sign off.</p>
13.d	Handwork	Ronna – is there a master plan for this in the grades?	Ronna to look for a resource that can guide us on delivering this.
13.e	Five priority areas	<p>Playground</p> <p>Finances</p> <p>Communication</p> <p>Festivals</p>	Need to have follow up meeting to discuss these. February 5 th at 7 at Amy’s house to be confirmed.

		Roles and responsibilities in the master agreement	
13.f	System for naming and filing files on G drive	Need to come up some protocols for naming and filing files on the G drive.	Maureen to take a crack at coming up with this. Will work with Amy.
13.g	Community Development Position	<p>Melanie - suggests that if we are hiring for winterfeest, we should also hire for springfest. And we should do it now.</p> <p>Amy – is it your recommendation that we hire for this position?</p> <p>Melanie – no, it is not my recommendation. My recommendation is that community development and festivals be changed back to two positions.</p>	Melanie to draft a proposal for the two positions for ACES for February 27 th .
13.h	Role of Parent Council	Is there a role for ACES to play in supporting the parent council?	Tabled until next meeting.
14	Old Business		
13.a	Springfest and Winterfest	<p>Lexi and Nicole had a conversation about the possibility of partnering with Banff Centre for Springfest given that Banff Centre is no longer doing the spring Children’s festival.</p> <p>Lexi expressed that this is not something to pursue this year.</p>	Melanie will report back on final numbers from Winterfest when she has time.
15	Meeting Adjourned – Motioned by Lexi, seconded by Lindsey.		