

ACES Meeting Minutes June 19, 2018, CCHS, 7pm

In Attendance: Nick, Lindsay W, Ronna, Melanie W, Maureen S, Melanie, Amy T, Stig (parent)

Item	Topic	Discussion /Action	Follow Up By Who/ When
1	Call to order 7:07pm	Motioned by Ronna Seconded by Lindsey	
2	Approve May 15, 2018 Minutes	Motioned by Nick Seconded by Lexi	
3	Code of Conduct Signing	Signed by all board members	
Updates			
4	Presidents Report	No questions, no decision points	
5	Vice Presidents Report	No questions, no decision points	
6	Festivals Report	Note that going forward all Directors reports will be posted online through the Alpenglow website. Springfest –Lots of support for having Springfest on a Friday night. Involve grade 6's as formal volunteers. Extend hours? Perhaps until 7:30. If we extend hours, we could have a fire. If we have a fire, we need a fire permit but could also sell smores.	Children's only store – ACES needs a backgrounder (1-2 pages) on what this involves and what the budget implications are. Melanie will bring this to ACES in the fall.
7	Director at Large Report	Following up on training for EAs and substitute teachers. We have support to do this. We have to pay their hourly wage for any training that is offered. Diane to do some sessions with ACES and parent council next year. Would like to arrange one talk for parents per grade that targets the grade.	Ronna to make arrangements for EA training. Target is September 28 th as Diane will be here at that time. Lindsey to get permission from admin for EAs to have training on this date. Seek to include substitute teachers in the training as well to the extent feasible given timing and budgetary constraints. Invite Roots and Wings and Forest Play to join, budget permitting. We will pursue the grade specific talks starting in September.

			Follow up on parent education related to sending kids to school (especially for kindergarten) prepared for the day in September.
8	Maureen Report	Consider whether we should have a credit card that has more benefits for us.	Maureen will pull together a summary of options and the Executive can decide on best option.
New Business			
9	Treasurer	<p>From a budgeting perspective – we are on budget for the year.</p> <p>From a fundraising perspective – we outperformed what we budgeted.</p> <p>We were under our expense forecast for our EAs – this is due to a later start for one EA and due to CRPS subsidizing one position.</p> <p>Items for review:</p> <p>Student assistance program – proposal to increase budget for student assistance from \$2000 to \$4000. Transition to an amount per family in the future so families know what they can expect in terms of support.</p> <p>Volunteer hours opt out – Consider increasing this amount for future years (beyond the 2018-2019 year).</p> <p>Status:</p> <p>Budget as currently tabled results in a deficit of \$17K, which we will balance using our surplus from previous years. This is an investment year in terms of teacher training, library, etc.</p> <p>MOTION to pass budget by Nick, seconded by Lindsey, all in favour, none opposed.</p>	<p>Student assistance program is currently 2% of gross revenue. We should research what an appropriate target is and strive for this going forward. Nick to follow up.</p> <p>We should look at our current application process for the student assistance program to see if there is a way to streamline/adjust in the future. Could we piggyback on the Town of Canmore FCSS low income designation (FCSS gives cards to families that qualify) so that we don't have to have people submit financial information etc. Lindsey can identify appropriate FCSS person and will pass along to Maureen. FCSS will also let families know that Alpenglow has the assistance program.</p> <p>Nick to put a motion forward in the fall to increase the volunteer hours opt out amount for future years.</p> <p>We should establish an amount (% of gross revenue) that remains in our account as a contingency fund. Nick to investigate what the amount should be and bring motion forward in the fall for approval.</p>
10	Payment Plan	Payments should be collected from September until May to help ensure accounts are in good standing before the end of the year.	This is happening next year.
11	Playground Financial Planning	Current quote is \$445,000 – including outdoor amphitheatre and outdoor classroom; the playground alone is \$150,000.	Executive Committee will meet with Shannon and follow up on this to come up with a plan to stage the investment and fundraise. We will look for ways to reduce costs, prioritize items and seek additional quotes.

12	School Year Timeline	<p>Short term priorities:</p> <p>Who will lead the welcome tea?</p> <p>Who will lead the welcome rose ceremony?</p> <p>Who will lead the welcome potluck?</p>	<p>Lexi will map out the school year activities using information provided by Melanie and her knowledge of the annual fundraising activities.</p> <p>Welcome tea - Melanie G will contact Lisa B before the end of the year to see if she will coordinate the grades and K welcome tea.</p> <p>Rose ceremony - Lindsey will clarify what support is needed for the rose ceremony and will report back to ACES.</p> <p>Welcome potluck – Melanie G will ask Lorna to see if she will lead this.</p>
13	Community Development Coordinator	We are seeking a community development coordinator going forward.	Melanie G will ask around to see if she can find someone to support her in this role.
14	ACES Coordination over the Summer	<p>Maureen usually gets/asks for clean-up/repair items from the teachers at the end of the month.</p> <p>Melanie has names of people who can support with repairs over the summer.</p> <p>ACES meeting before the end of school.</p>	<p>Maureen will ask teachers for their to do list.</p> <p>Lindsey and Lexi will ask Chris about support for the Mercurius order.</p> <p>ACES board members commit to checking email once per week over the summer unless officially on vacation. Consider putting an automatic reply on email.</p> <p>Amy to set up doodle to check on dates for a meeting – the last two weeks of August.</p>
15	Substitute Teacher Information	Consider putting a package together for substitute teachers to help them understand the school and our approach to education etc.	Follow up in the fall. Possible link to master agreement discussions.
16	CIP, CFEP grant, Casino		Lexi will coordinate via email.
17	Parent survey results	Will be shared with parents via the year end email.	Lexi, Maureen and Lindsey will summarize results and develop a plan for communicating to parents.
18	Rose Ceremony		Maureen will email parents at the end of the summer explaining the meaning of the rose ceremony.

19	IN CAMERA	MOTION - Motion to go in camera by Ronna, seconded by Lindsey MOTION – Motion to come out of camera by Lexi, seconded by Ronna	
20	Accounts Receivable	MOTION – Motion to amend financial policy to add specifics for dealing with arrears by Nick, seconded by Lindsey	Nick to touch base with Lorna to get the information regarding this policy (previously supplied to her by Lexi).
21	Meeting Adjournment 9:37pm	MOTION – Motion to adjourn by Lindsey, seconded by Ronna.	