

### ACES Meeting Minutes October 16, 2018, CCHS, 7pm

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

Item	Topic	Discussion /Action	Follow Up By Who/ When
1	<b>Call to order 7:02 pm</b>	Motioned by Lexi Seconded by Ronna	
2	<b>Approve Agenda</b>	Motioned by Nick Seconded by Lindsey	
3	<b>Approve September 18, 2018 Minutes</b>	Motioned by Lindsey Seconded by Nick	
4	<b>Calendar Updates and Upcoming Events</b>	Lantern walk Square dance Missing links sausage order	
5	<b>President</b>	No questions regarding Lexi's board report	
6	<b>Vice President</b>	No questions regarding Lindsey's board report  Kindergarten – Kindergarten start up has gone smoothly. Getting into a groove. No concerns have been raised to ACES by parents. Five weeks running as of today.	ACES ( <b>Lindsey and Lexi</b> ) will raise with Chris and Hans at their next meeting that ACES is available and ready to support the K program as the teachers (including Music and Forest Play) establish patterns, processes and communication channels.
7	<b>Fundraising</b>	FlipGive – Website that does gift cards and online shopping and beneficiaries receive a kick-back. Jolene has been trialing the website and has raised \$70 for Alpenglow within the last three weeks (with the help of her mother). Shoppers link to FlipGive through our website and then can shop at various stores (sport check, airline tickets, chapters).  FlipGive will be positioned as an option for those that choose to online shop. The first priority is to support local businesses and retailers. FlipGive also provides a way for family members living elsewhere to support Alpenglow.	SPUD has a fundraiser where they give a portion of sales to beneficiaries but we need to have a minimum commitment. <b>Lindsey</b> has connection with Organic Box and will explore a relationship with them but without the minimum commitment.  <b>Maureen</b> to check inventory on thank you cards.  <b>Maureen</b> to share cards with Jolene.

		<p>MOTION – Jolene motions to approve FlipGive as a new fundraising initiative; seconded by Melanie; no one opposed.</p> <p>Thank yous for donors and sponsors – Add thank yous to newsletters and add to websites. Maureen has thank-you cards.</p>	
8	<b>Financials</b>	<p>On track for budgeting thus far.</p> <p>Approval of Financial Assistance Policy. MOTION – Nick motions to accept the financial assistance policy as presented; seconded by Lindsey; no one opposed.</p> <p>Maureen receives monthly invoices from kindergarten contractors.</p>	<b>Ronna</b> to send example of contract used in the past that may be a template for ACES contracts going forward.
9	<b>Grants</b>	<p>Grant writing to be taken out of fundraising responsibilities. Grant writer/s should report directly to Executive. We have a volunteer grant writer.</p>	<b>Lexi</b> to support grant writer with grant and casino applications.
10	<b>Festivals</b>	<p>Winterfest – we would like to hire someone to lead the implementation of Winterfest.</p> <p>Ronna is available to support with festivals.</p> <p>Lindsey is available as point person with teachers/admin.</p>	<b>Lexi</b> will reach out to a couple of people to see if we can find someone.
11	<b>Playground Update</b>	<p>Embarking on grant writing phase to support playground development.</p> <p>Next step is to come up with a playground implementation plan. We have some budget for first steps. The implementation plan will lay out what needs to be done, when and what is involved (e.g. landscaping). It will identify when we will need to engage expertise from the school body to support with specific aspects of the work. We will work from the playground items that ACES has received endorsement for from the parent body. We know the playground components but need to know how to implement. Lindsey will continue to be point person on this file.</p>	<p><b>Lexi</b> to connect with Shannon regarding next steps on the playground.</p> <p><b>Jolene</b> to follow up with a contact that may be able to support with the implementation of the playground.</p>
12	<b>Teacher/Admin Communication Protocols</b>	<p>Lindsey is the point person on ACES for communication with teachers and admin. She should be cc'd on all communication. Decision points should go through her and she will bring to teachers/admin.</p>	
13	<b>ACES/Parent Council Waldorf Training</b>	<p>Possibility of having Diane do a training session with ACES and parent council. Invite admin too. Will be a web-based training session.</p>	<b>Ronna</b> will contact Diane to identify a Tuesday in November and a Tuesday in January for these training sessions.

14	<b>Strategic Planning Update</b>	<p>Quick run down of priorities to see if we are hitting the mark.</p> <p>There is a gap around the communication and marketing plan – need to put call out to parents to see if there is a skill set there that would be suitable to take this on.</p> <p>Master Agreement – this will be the focus of November, December and January – we need to review and analyze what is there with a goal to signing in March.</p>	<b>Maureen</b> to put call out.
15	<b>In Camera</b>		
16	<b>Meeting Adjournment 9:31pm</b>	<p>MOTION – Motion to adjourn by Lindsey          Seconded by Ronna</p>	