

## ACES Meeting Minutes September 18, 2018, CCHS, 7pm

In Attendance: Nick, Shelly, Ronna, Melanie, Amy T, Lexi, Maureen, Andrea, Lindsey (7:13), Lisa (7:13)

Item	Topic	Discussion /Action	Follow Up By Who/ When
1	<b>Call to order 7:02pm</b>	Motioned by Lexi Seconded by Melanie	
2	<b>Approve Agenda</b>	Motioned by Melanie Seconded by Nick	
3	<b>Approve June 19, 2018 Minutes</b>	Motioned by Melanie Seconded by Nick	
4	<b>Banff Marathon (Shelly)</b>	Pros: Money, community event, publicity, fun day, easier to do it a second year than a first year  Cons: Fathers Day event, long shifts (had to be full days), difficult to get volunteers (50 volunteers), have to be over 15 years of age to marshal	Shelly and Lexi to brainstorm options and talk to organizer to see if we can make a new arrangement that will be less burdensome to Shelly or another organizer
5	<b>Outdoor Program (Andrea)</b>	Nature Talk – Positive feedback on the event from last spring. Would like another focused on Alpenglow families to take place this fall.  Open House - Andrea will be introduced at the Open House on Thursday. Andrea would like a table outside of one of the classrooms for the families visiting the classrooms. Present project ideas that have been generated.  Contract and Budget – Andrea to bring a proposal to ACES for this year's contract and an associated budget. Expectation is to work with each class 0.5 days per month for most classes; 5/6 would be 1 full day every 2 months. Monthly invoices.  Equipment Purchases - \$500 to \$1000 for equipment to support the outdoor program (e.g. weather station).	Andrea will bring proposal to ACES for this year's outdoor program. Will include request for funds for equipment in her proposal.  Lindsey will invite Forest Play and Roots and Wings to attend the Open House as well.  Maureen will have name tags for Open House.  Andrea will look into grant options for equipment purchases.
6	<b>Parent Council Update (Lisa)</b>	All council positions stayed the same as last year. Miss Britt on leave for a few months. Her position has been filled and will be announced shortly.	Lisa and Andrea will work together to come up with a plan to pull together some playground toys and a loose parts play bag.

		<p>Alpenglow teachers attended Calgary Waldorf for a day of learning.</p> <p>Upcoming events – Open House, Terry Fox Run</p> <p>Request for playground toys – Wondering about some toys for the playground. Perhaps working with the Thrift store on this. Another idea is a loose parts play bag (Andrea) – Massive bag with tubes, funnels, buckets, wheels, bike tubes, etc. Random items available for play.</p>	
	<b>Fundraising Thoughts (Lisa)</b>	<p>Prizes for people that volunteer – Wildrose Electric will donate</p> <p>Have a master letter seeking donations from local businesses and have one ask per year – then distribute the donations as needed for maximum value over the course of the year – Lighten up the raffle and add items to other events.</p>	
6	<b>Annual Calendar (Lexi)</b>	Calendar populated from September to January, inclusive. Maureen has record of master calendar.	<p>Maureen to share field trip calendar for classrooms with Melanie.</p> <p>Maureen to update google calendar with items from master calendar so all of ACES can view via our google accounts.</p>
7	<b>Strategic Priorities</b>	Moved to next meeting – Strategic priorities remain the same	
8	<b>Yea End Financials (Nick)</b>	Audited versus unaudited statements – We do not need audited statements for our annual returns, but some grants require audited statements.	Maureen to review signing authority for payments out of the ACES bank account. This is a discussion point for next meeting.
	<b>Year End Actuals (Nick)</b>	Actuals came out at a net positive of \$38K, there was a slight difference between actuals and forecasted due to a small error (an expense listed as a revenue). Year end is looking very clean for last year.	
	<b>GIC Update and Policy (Nick)</b>	<p>Proposal to maintain a cash reserve of 25% of estimated cash balance. This equates to \$30K. This amount stays in the account at all times and is available as cash that we can access. Funds that exceed this amount will be placed into a redeemable GIC so we earn interest on it.</p> <p>MOTION – Motion to approve policy by Lexi, seconded by Melanie</p>	
9	<b>Financial Support to Students Applications (Nick)</b>	Allocating \$2,800 in support to families who have applied for support.	Maureen to inform families.

10	<b>Enrollment Eligibility Policy (Nick)</b>	Policy requires that families be in good financial standing prior to registering for the next year or have a payment plan established for the upcoming school year to address any arrear items.  MOTION – Motion to approve Lindsey, seconded by Nick	
11	<b>Student Support Policy (Nick)</b>	Edits to be made to this policy.	Wil review next meeting.
12	<b>Teacher Support (Lexi)</b>	Nick will confirm amount available for teacher supplies in our budget and we will revisit this item.	For next meeting's agenda.
13	<b>Communication Flow (Melanie)</b>	Anytime we have an ask of administration, it needs to go through Lindsey as the liaison with admin. Lexi should be cc'd on correspondence.	
14	<b>Playground</b>	Need an updated budget and ACES needs to provide guidance to Shannon F. Consider breaking up the project into phases.	This is a running agenda item.  Nick and Lexi will meet with Shannon.
14	<b>Fundraising Coordinator</b>	MOTION – Lexi motions to appointment Jolene as fundraising coordinator, seconded by Lindsey, none opposed, all in favour	
21	<b>Meeting Adjournment 9:59pm</b>	MOTION – Motion to adjourn by Nick, seconded by Lindsey.	