

Morinville Tiny Tots Executive Meeting Minutes
Minutes from meeting held: March 16th, 2023

Executive Members

President: Marissa Wegren

Vice President: Amy Skolski

Treasurer: Patricia Wilson

Secretary: Meghan Loney

Registrar: Madison Van Der Linden

Communications Coordinator: Calli Humphries

Fundraising Coordinator: Sam Styres

Events Coordinator: Karin Serbin

3 YR. AM Class Rep: Brittany Trahan

4 YR. AM Class Rep: Stacey Knieval

3 YR PM Class Rep: Kaitlyn Berube

4 YR PM Class Rep: Meghan Loney

Members Present: Marissa Wegren, Amy Skolski, Patricia Wilson, Meghan Loney, Calli Humphries, Karin Serbin, Brittany Trahan, Stacey Knieval, Kaitlyn Berube, Adrianna Tailleir, and Jackilyn Depatie.

1. Meeting started at 8:42 PM.

2. Minutes from the February 16th, 2023 meeting passed.

3. Teacher's Report:

a. **Supplies:** No supplies are needed at this time.

b. **Communication Night:** There will be a communication night (by phone) in April. Adrianna has the sign-up form to send out to parents.

c. **Graduation:** The 4YR Graduation will be on June 21- 4:00 PM at the Rendevoez Center. Balloons for the event will have to be ordered in May. Graduation photos will also be in May. The board will make more plans to organize this event at the next board meeting in April.

- d. **Gifts- Year End, Father's Day/Mother's Day:** There will be a Mother's Day tea on May 11th (3 YR classes) & May 12th (4 YR classes). On June 15th there will be a Father's Day event in the evening at the Morinville Leisure Center.
- e. **School on Friday March 24th:** There will be classes on Friday March 24th even though the calendar in the handbook says there is no school on this day.

4. **Ongoing Business:**

- a. **Board Positions 2023/2024:** The following positions will need to be filled for the next school year (Secretary, Vice President, 3 YR AM & PM Parent Representatives).
- b. **HiMama Decisions:** There will be an option for autopay, & parents will have to sign an autopay agreement. An invoice is automatically set up 3 days before autopay. Marissa will update the Tiny Tots website to show the payment information. All current enrolled children have been added to the app and parents have been invited. The plan is to launch on April 1st (after spring break). Billing won't take effect until August 2023 since parents for this current year have already paid by cheque. Invoices through the app will still be sent out saying that parents have paid for the next few months of school. Parents who have already paid their cheques for next year and want to just leave that as their method of payment can let us know and we can provide manual invoices to send showing they have paid once we have cashed their cheque. The tuition plan is based on the school program, which also includes the cleaning fee which is due September 1st. Before launching the app, Adrianna & Jackie will update the school calendar for next year (2023-2024). Marissa will send all of the board members the admin login to become familiar with the app.
- c. **Paying for HiMama:** The board will create a committee of whoever would like to volunteer to organize a fundraising night (possibly a paint night at Boston Pizza). The invite will be open to the community. At this event it was discussed that it might be

a good idea to have raffle baskets for people to bid on (maybe flower arrangements or chocolate covered almonds, or we can reach out to local businesses for more ideas). The board agreed we did not want to do too many fundraisers & the community may want to support Tiny Tots as well.

- d. Top Up for Subs:** Patricia explained about the grant from the government of Alberta that only hired staff members would qualify for top-up. Substitute teachers do not pay for EI, CPP, and they receive a T4A (as casual). It would take additional costs to hire a substitute teacher, and a formal contract would need to be signed. The board will need to decide if hiring a substitute teacher for the next school year would be beneficial. Substitute teachers need to have a minimum of Level 1 in early childhood education or a teaching certificate. One option discussed was having parent volunteers sign up to come and help once a week.
- e. Spring Recital:** There will be no spring recital. There will be a year end party.

5. Additions:

- a. Bottle Depot:** It was discussed to remind parents that they can use the Bottle Depot to support Tiny Tots.
- b. Grass Cutting/Cleaning:**

6. Parent Representative Reports: There was nothing to report.

7. Fundraising Report:

- a. Mundare:** It was reported that \$8,000 was raised with the Mundare fundraiser and Tiny Tots made \$2,000 profit. There were \$25 prizes.
- b. Art Cards:** There will be no Art Card fundraiser.

8. Treasurer's Report: A full recent report has been emailed out to all of the board members from Patricia.

9. Registrar's Report:

- a. **Spring Open House or Registration Night:** The spring open house will be at the end of May. Any board members who are able to volunteer will bring an ipad or computer to help out with registrations. The registration cannot be linked to the HiMama app.

10. **Events Planner:**

- a. **Mother's Day/Father's Day:** Nothing will be needed for the Mother's Day Tea. The Morinville Leisure Center will be booked for the Father's Day Night.
- b. **Field Trip to Dance Studio in Morinville:** An email has been sent out as a reminder to parents. This field trip has been booked for March 20th & 21st.
- c. **End of the Year Field Trip to Jon's Funny Farm:** The bus will need to be booked as soon as possible as many year end field trips are starting to book up. We do not have a set date yet.

10. **Newsletter:** Adrianna will be writing and sending out the newsletters to parents every month. This month, the newsletter accidentally was not emailed out to the 3 YR classes. The newsletter can now be put directly on the HiMama app.

11. **Additions:**

- a. **Voicemail:** The voice mail for the Tiny Tots phone needs to be updated. Adrianna & Jackie will work on this. Adrianna reported that the phone will need to be replaced soon as it does not hold a charge for very long anymore.

12. Meeting ended at 10:03 PM.