

**Morinville Tiny Tots Executive Meeting Minutes**  
**Minutes from meeting held: May 18th, 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, Madison Van Der Linden, Meghan Loney, Calli Humphries, Karin Serbin, Brittany Trahan, Stacey Knieval, Kaitlyn Berube, Adrianna Tailleir, and Jackilyn Depatie.

1. Meeting started at 8:36 PM.

2. Minutes from the April 20th, 2023 meeting passed.

**3. Teacher's Report:**

a. **Supplies:** Jug of soap is needed to refill hand soap.

b. **Graduation:**

- **Photos:** Will be on **May 31st**. Marissa will send out an email to all parents about the date and where to send their money. It is the same photographer we used for school photos for \$15 and she will send a couple of options digitally. The students will wear cap and gowns for the pictures.

- **Graduation:** The 4 YR Graduation will be on June 21st from 4:00-6:00 PM at the Rendevouz Hall. The hall is booked from 3:00-6:00 PM to allow for set-up and clean-up. Marissa will pick up the balloons needed for the graduation. Balloons still need to be ordered from the Dollar Tree. We will need to order two big balloon bouquets. Last year we bought balloons at the beginning of June. Marissa will send out a virtual invite for families to RSVP. The graduation will have a picture slideshow, cake & water/juice. We will need some volunteers to help decorate, set-up & clean-up.

#### 4. Ongoing Business:

- a. Prairie Dog Problem:** The exterminator has been contacted and they will be coming sometime after school hours. The date is TBD.
- b. Online Banking:** Marissa & Patricia will need to go to the bank to get everything sorted out. It was mentioned it needs to be set up for 2 signing authority account (1 person has access to signing, & 1 person has access to viewing). It can be set up with 1 person having online access and a second person having viewing authority only. Marissa proposed that Patricia have online access.
- c. End of the Year Field Trip:** Is scheduled for June 2nd at Jon's Funny Farm. The bus is booked. The tour takes about 2 hours, and the drive is about 40 minutes. A deposit is due so a cheque will need to be written and Marissa can drop it off with Jon's assistant. We are paying for 40 kids and 12 volunteers (which include the teachers). The amount of parent volunteer requests was a lot, the board decided to choose volunteers as who handed in the field trip forms first. Marissa will send out an email to parents with the list of those who volunteered first and those parents' admission will be covered and they will ride the bus. If any other parents would like to come they will have to

drive separately and pay \$15 admission. Currently the price for the field trip is \$780 +gst, and the cost of the bus is \$225.

**5. Additions:**

- a. Spring Registration Night/Open House:** Will be on **May 31st from 6:00-8:00 PM.** With Himama- registration can be completed on phones or ipads. It is all on-line now. Marissa made a poster and sent it out to all parents.
- b. AGM Date:** Will be on **June 29th** at the Higher Grounds Cafe. The executive board meeting will be held first from 6:00-7:00 PM & the AGM will be after at 7:30 PM. Higher Grounds is booked from 6:00-9:00 PM, the cost was \$110 +gst to have a barista.
- c. Parent Handbooks:** It was discussed that the handbooks just be stapled & not labeled this year. Meghan will make copies, we will need about 54 copies. Marissa & Adrianna will work on updating the handbook for the next school year & send them to Meghan when completed.
- d. Morinville Fall Program Guide:** The board decided to consider advertising for Morinville Tiny Tots in the Spring/Summer program guide for the next school year, as Spring/Summer is a better time to advertise for registration night.
- e. Vacant Board Positions:** Positions that need to be filled for next year are the 3 YR AM/PM parent reps, Secretary, Vice President, & Fundraising Coordinator.

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

**7. Fundraising Report:** Nothing to report. The board will need a new fundraising coordinator for the next school year. We will advertise this position at the AGM to see if anyone is interested. Stacey has offered to take this position if no other parents are interested.

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

9. **Registrar's Report:** It was reported that registrations are slow right now. It is important for us to continue spreading the word about Tiny Tots & registration night. It was mentioned that the voicemail on the school phone needs to be changed & updated to ask parents to leave a message or send an email/message if they need to be contacted.

10. **Events Planner:**

- a. **Father's Day Night:** Is on June 15th at the Morinville Leisure Center from 7:00-8:00 PM. The rooms will be available at 6:30 PM for set up. Two meeting rooms have been booked, we will have 30 minutes in the gym & 30 minutes in the rooms for snacks & pictures. Chips, water & juice will need to be purchased.
- b. **Year End Party:** Will be on June 27 from 4:00-7:00 PM at Cardiff Hall. Cardiff hall is booked from 3:00-7:30 PM. The magician will perform from 4:30-5:00 PM & pizza will be after the magician from 4:30-5:15 PM. We will also need to purchase water & juice boxes from Costco. Karin has made some inquiries about pizza. Morinville Pizza is \$400, Crunchyz Pizza is \$350 & has offered plates and free delivery, Dominoes pizza is about \$240. Karin will call & find out about delivery prices to decide which pizza restaurant is the best in terms of price. The board decided instead of booking the bouncy castle (as it seemed a bit too chaotic last year), we do outdoor games such as building with cardboard boxes, Jenga, lawn bowling, parachute, etc. Marissa will send out a virtual invite for families to RSVP.

11. **Newsletter:** Adrianna will be writing and sending out the newsletters to parents every month. The newsletter can now be put directly on the HiMama app.

12. Meeting ended at 9:23 PM.