

**Morinville Tiny Tots Executive Meeting Minutes**  
**Minutes from meeting held: January 19th, 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, Sam Styres, Madison Van Der Linden, Calli Humphries, Karin Serbin, Brittany Trahan, Stacey Knieval, Kaitlyn Berube, Adrianna Tailleux, Jackilyn Depatie.

1. Meeting started at 8:38 PM.
2. Minutes from the December 15th, 2022 meeting passed.
3. **Registrar's Report:** There has been a withdrawal from the 4 YR program.
  - a. **Method of Payment:** Registration for next year will begin soon. There has already been some interest in registration for next year. There have been some questions and confusion about payments. There was discussion about if payments could be made by e transfer. The board decided it would be too complicated, as we have no access to online banking right now,

& NSF fees charged to parents. Patricia will look into other payment options.

#### 4. **Teacher's Report:**

- a. **Supplies:** It was reported that no supplies are needed right now.
- b. **Toy Cleaning:** Toy cleaning continues to be once a week (every Friday).
- c. **Open House:** The open house will be on the evening of January 24th from 6-7 pm for returning families, and 7-8 pm for new families. There are some board members going to assist with the open house. There are some cart coins that we will sell for \$2/coin at the open house.
- d. **Valentine's Day Plans:** The Valentine's Day parties will be on Feb. 13th for 4YR & Feb. 14th for 3YR classes. Teacher's asked that parents do not put names on Valentine's cards, just the name of who it is from because it is easier for the kids to pass out to each other. Information about Valentine's Day will be shared through Facebook, email, and the February newsletter.
- e. **Spring Recital:** Parents asked about a Spring Recital in lieu of a Christmas concert. There will be some upcoming information about a spring recital around the end of March.

#### 5. **Ongoing Business:**

- a. **Board Positions 2023/2024 School Year:** The positions that will need to be filled for the 2023/2024 school year are- Secretary, Communication Rep, Vice President, & 3YR AM/PM Parent Reps. It was discussed that the 3 YR Parent Reps from this year, can move up to become the Parent Reps next year in the 4 YR classes.
- b. **Website Options:** The Tiny Tots website is due for an upgrade. The board discussed using the Weebly or Wix domain which is \$10/month for Weebly and \$7.50/month for Wix and will be paid until 2025. Marissa is going to look into this and work on upgrading the website.
- c. **AHS Inspection/Renovations:** The AHS renovations are complete. A BIG thank-you to Patricia and family for all of their hard work to get

these renovations completed. AHS did mention that the furnace cover may now be a hazard.

- d. Fire Department Inspection:** During the inspection it was mentioned that the fire extinguishers need to be certified every year, the bulletin board papers (over the student hooks) had to be taken down, we need to plan some fire drills and have an emergency plan, the child to teacher ratio needs to be 1:2, and the emergency light needs to be replaced (Marissa's husband will replace the light).
- e. Registration/Virtual Open House:** The registration fees will stay the same for the 2023/2024 school year.

## 6. Additions:

- a. 4 YR Graduation:** The graduation will be on June 21st. We will book the Rendezvous Centre and discuss graduation photos more at the February board meeting.
- b. Year End Gifts:** We will discuss more during the February board meeting.

**7. Parent Rep Reports:** A concern was mentioned about sickness protocols, how often the school/toys are being cleaned, the policy around sending children to school when they're sick, and what procedures are being done to prevent the spread of germs. The board will send out an email and Facebook reminder to parents about sickness protocols (per Alberta Health guidelines). The school is being cleaned once a month, all toys are cleaned once a week, and children who come to school who are visibly sick are being sent home.

**8. Fundraising Report:** There will be a Mundare Sausage fundraiser coming up in February/March. Parents will be notified in advance through the newsletter, email, and Facebook. There may be an upcoming Art Card fundraiser.

**9. Treasurer's Report:** A full recent report has been emailed out to all of the board members. Patricia reported that the renovations cost was \$841.21. The savings account has \$3, 944.70 profit. There was a

discussion about the policy in the handbook for parents who fall behind with payments, as a November cheque is pending.

10. **Events Planner:** Nothing to report.

11. **Newsletter:** Adrianna will be writing and sending out the newsletters to parents every month.

12. Meeting ended at 9:40 PM.