

Morinville Tiny Tots Executive Meeting Minutes
Minutes from meeting held: June 29th, 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 Knievel

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 Knievel, Kaitlyn Berube, Adrianna Tailleir, and Jackilyn Depatie.

1. Meeting started at 6:00 PM.

2. Minutes from the May 18th, 2023 meeting passed.

3. Teacher's Report:

a. Supplies for Next Year: No supplies are needed at this time.

b. Toy Cleaning/Lawn Maintenance: Adrianna and Jackie will begin to clean all of the toys. Lawn maintenance is scheduled for the summer.

c. Plans for the New School Year: Adrianna would like to create a calming board area in the school that includes a sequence calming board. She also plans to continue the puppet show to introduce the alphabet. Lesson plans and the school schedule for the day will be posted on HiMama to avoid any complaints

about what students do during class time, and parents will be more aware of the actual schedule for their child's morning or afternoon at Tiny Tots.

4. Ongoing Business:

a. Staff Exemption for Licensing: Adrianna will apply for this.

b. Parent Handbook: Was printed out & also posted on the Tiny Tots website. Marissa has made some changes to the dates, and updated some of the information regarding sickness & school supplies.

c. Posters to Hang up Around Town about Registering:

Registration is low which is concerning. Marissa has made posters for the board members to put up around town to advertise for Tiny Tots. Advertising is going to be very important.

d. Registration Fees: The board decided that families who have paid the registration fee, and have decided to leave Tiny Tots after July 1st will lose the refund, the registration fee will be non-refundable. A registration payment must be made upon registration .

5. Additions:

a. Enrollment: Enrollment is low. 4 students are enrolled for the 4 YR Program & 10 students are registered for the 3 YR Program. It was discussed that if enrollment remains the same, combined classes may have to happen.

b. AGM Agenda: Marissa reviewed the agenda & no changes were made.

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

7. Fundraising Report: Nothing to report. 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.

a. Next Year's Budget:

Patricia Reported:

- The May statement loss is \$3,000.
- 89% of revenue is from student enrollment. It was suggested that for the next school year (2024-2025) registration fees have to be increased. Fees for this up-coming school year cannot be increased since the board already decided not to increase fees.
- The school needs to raise \$13, 000 next year to meet expenses since all costs have increased as well.
- The board needs to decide how to cut back costs & how to raise money.
- School supplies are only 1% of expenses.
- Maintenance expenses are higher.
- Bank charges are higher this year.
- These costs do not include payroll for teachers.
- Tiny Tots will not be able to run classes that we cannot afford to run.
- The board needs to be responsible with spending.
- How are we going to survive this year & still hold the quality of service families are accustomed to?

The following suggestion were made by the board:

- Combine classes is an option.
- Have parents sign up to clean the school & have a cleaning fee (instead of hiring someone to clean the school once a month). As of right now the school pays \$1, 700/year for cleaning.
- Cell phone bill is high, maybe it is time to try to switch providers for a reduction.
- Tiny Tots is known for doing many special events, maybe the school incorporates some special event expenses into the monthly fee.
- Increase fees for the following school year (2024-2025).
- Charge money for field trips.

- Have more fundraisers (it was suggested that 2 or more people be in charge of fundraising next year).
- Look into donations within the community. Reach out to local businesses.
- Apply for non-profit grants.
- Have a silent auction.
- Have a 'Mom's Night Out', maybe a paint night for back to school.
- Advertise more for Tiny Tots (maybe try to be involved in the County Bounty, Festival Days, or the Farmer's Market).

9. **Registrar's Report:** It was reported that registrations are low. It is important for us to continue spreading the word about Tiny Tots.

10. **Additions:**

- a. The board decided it would be beneficial to ask for parent feedback regarding this school year (2022-2023). Marissa is going to create & email out an anonymous survey on Google to ask parents questions such as (what did you like most/least, thoughts about field trips, what fundraisers parents would like to participate in, thoughts about HiMama, and if there is anything they would like to share or comment on).
- b. It was also suggested to set up an 'Events' committee to help organize events like the 4 YR Graduation, & the year end party, etc. This way it is not so much work for one person.

10. Meeting ended at 7:20 PM.