

# **Caminitos Board Meeting**

## **Meeting Minutes**

September 17, 2017

1:30 pm

Type of Meeting: Transition Board Meeting

Meeting Facilitator: Lauren Canafranca

Invitees: Lauren Canafranca, Sandra Blais (arrived at 2:17pm), Jamie Young, Samantha Figueroa, Angela Richmond, Erin Valladares, David Keller, Lauren McGeary, Jessica Cortes, Patty Schultz

- I. Call to Order
- II. Roll Call
- III. Review of Minutes from Last Meeting
- IV. Introductions
- V. Open and Standing Issues
  - a) Transition
    - Signing Authority
    - Email/Google Drive access
      - Word/Excel vs. Google Docs/Sheets
    - Mail Chimp
    - Sign Up Genius
    - EmailMeForm
    - Overview of Positions:
      - President

- Lauren did a high level review of the position. Details and handoff is one on one with Erin
- Treasurer
  - Angela gave a high level review of the position. Details and handoff is one on one with Dave.
- Registrar
  - Jamie gave a high level review of the position. Details and handoff is one on one with Patty.
- Fundraising & Volunteer Coordinator
  - Lauren and Angela gave a high level review of the position. Details and handoff is one on one with Lauren.
- Secretary/Webmaster
  - Sandra and Sam gave a high level review of the position. Details and handoff is one on one with Jessica.

b) Fundraising

Lauren gave an overview of the fundraising options, as voted on in AGM. Lauren and Angela will review with Lauren M.

- PayPal donation button
- Admazing
- World's Finest Chocolates
- Raffle
- Casino
  - Sandra to fill out application and submit. Will have information for the board at next meeting.

c) New School 2019

- School Replacement Meeting Thursday, September 21 at 6:30 PM

- o Soemone from the new board should attend. Explained that Caminitos has a space and Edmonton Public School is seeking input from Caminitos.

d) Additional Class Days

Lauren explained that these were ideas about growing the school and thoughts around it. The new board has all the authority to change and make all decisions related to expansion and growth.

- Increase from 2 to 4 days (Monday to Thursday)
- Look at splitting classes by age (i.e. 3 & 4 year olds on Mon/Wed, 4 & 5 year olds on Tues/Thurs)

e) Monthly Activities

- Cleaning Nights
  - o It was explained that this was in addition to the daily cleaning
  - o There are 5 cleaning nights per school year
  - o Checklists are on google drive
- Parties
  - o 6 parties planned for the year
    - Thanksgiving, Christmas, Friendship day, Mother's day, Fathers day and year end fiesta
- Kindercooking
  - o All done by sign up genius.

f) Teacher Report

Lauren described that the teachers currently give the president a teachers report which is then relayed to the board at the monthly meetings

g) Treasurer Report

Angela reviewed the report with the board.

- See Monthly Statements

- Adjust for next year - included Annual Set Up time in Contracts
- Floor waxing
- Write-On Supplies
- TerraCycle

## VI. New Business

### a) Round Table

- President
  - Fire Drill/Lock Down Communication
    - Lauren will work with Erin to ensure appropriate communication with MillCreek with respect to drills and events going on at the school.
  - Photo Day
    - Have not booked a photo day. It will be up to the new board to determine if they want a photo day and when.
- Treasurer
  - Board discount?
    - Last 3 months free (April, May, June)
      - Erin motioned for the board to not pay fees for April, May and June
      - Patty seconded the motion
      - All in favor? Erin, Patty, Jessica, Dave and Lauren
  - Visa
    - Aquarium
      - Angela will purchase new fish and accessories as needed with Caminitos Visa – agreed to by Dave.
- Registrar – no new news

- Fundraising & Volunteer Coordinator – no new news
- Secretary/Webmaster– no new news

## VII. Next Steps/Tasks

### a) Tasks

- President
  - Package from Lauren to Erin, support and work with Erin
- Treasurer
  - Package from Angela to Dave, support and work with Dave
- Registrar
  - Package from Jamie to Patty, support and work with Patty
- Fundraising & Volunteer Coordinator
  - Package from Angela and Lauren to Lauren M., support and work with Lauren M.
- Secretary/Webmaster
  - Package from Sandra and Sam to Jessica, support and work with Jessica

b) Next meeting Thursday, October 12, 2017, 6 PM at Millcreek School in the office.

## VIII. Adjournment – 3:23pm