

Caminitos Board Meeting

Agenda

August 15, 2018

6:30 pm

Type of Meeting: General Board Meeting

Meeting Facilitator: Erin Valladares

Attendees: Erin Valladares, Lauren McGeary, Dave Keller

I. Call to Order: 6:30

II. Roll Call:

III. Review of Minutes From June: Seconded by Lauren

a. New lease

- Erin has asked Sue for the new lease

b. Move out

- August 27th will be the day that all things from the garage are moved to a storage locker, classroom storage and to the dump. Lauren will send out an email for volunteers. Erin will be taking time off work.

c. Follow up with unpaid registrations

- Full classes. 16 kids Monday, Wednesday. 16 kids either Tuesday and Thursday or Thursday and Friday (Depending if Dora can do Tuesday)

- Alex needs to send a communication to each registration person once we know what day Dora is working. Erin will write a template and Alex can update the letter to suit each child. David sent Alex the information via excel.

The email will cover:

-Which class or classes their child is in

-What the child start day is and let parents know that to prevent the first week anxiety, the class will be separated for the first week. The child will have one day the first week and start the previous week with all their classmates. People signed up for all four days will have two days the first week.

- Let them know they have to confirm registration with the 60\$ e transfer to treasurer@caminitosplayschool.com

- And all payments and cheques are due the day of the mandatory AGM happening on September 4

- Parents will need to bring:

1. Child's classroom items
 2. 4 cheques for pledge bonds
 3. 2 fundraising cheques
 4. \$60 registration
 5. 9 post dated cheques or email address for etransfer confirmation
- Will ask for only 9 monthly payments instead of 10 to compensate for late start in September

d. Advertising

- Carry over to next meeting

e. Paperwork for casino

- Hand over to next board

f. Teachers/ Substitute Teacher

- Zoila & Dora officially hired. Waiting for job contracts signed
- Ingeborth interviewed. References received. Only available to pick up in afternoons and Fridays. No contract sent yet.
- for our hired teachers we need to have confirmation on cost of their salary, times, Dayna will also need Canada tax exemption forms .

IV. Open and Standing Issues

a. Storage/ Moving from storage

b. AGM

- Ritchie hall booked for September 4 at 6:30
- \$50 for rental
- Jessica will go pick up keys and sign contract as well as notify parents of date/ time

c. New Teachers

- Meeting with Dora and Zoila August 29th to have an orientation on logistics/ classroom management with Oliver

d. Need new board member positions:

- Need new board positions:

1. Director
2. Vice President/ Secretary
3. Webmaster
4. Registrat
5. Treasurer
6. Volunteer Coordinator
7. Fundraising Committee (2 members)

-Sign up genius: To be organized by Lauren

e. Working with Oliver

- Working with Sue of Oliver

f. Moving in January with Millcreeks Finest Daycare

- Waiting for zoning to be changed before we can move in

g. Treasurer report

- See monthly report

V. New Business:

a. Round Table

President:

Treasurer:

- Finance Update

Registrar:

Secretary/ Webmaster:

Fundraiser:

VI. New Steps/ Tasks:

a. Tasks

- President
- Treasurer
- Registrar
- Fundraising & Volunteer Coordinator

Secretary/ Webmaster:

b. Next meeting: AGM: September 4th at 6:30

VII. Adjournment: 8:00 pm