

CVMS Minutes for February 19th, 2014

Present: Rosanne Gerritsen Amelia Valmorbida Erin Walsh
Michelle Hawkins Sharene Popiel Sarah Ritchie
Carmen Costantino Sherry Turnbull Lisa Wilcox
Kelly Wilson Korina Rushton Michelle Burry

1. **Call to order** - 7:39

2. **Introductions** -

3. **Adoption of Agenda** - Erin made a motion to adopt the agenda and Carmen seconded it.

4. **Review and adoption of the minutes from January 2014** - Erin made a change from “Erin is stepping down as Shutterfly Liaison” to “Erin is asking for help with Shutterfly”. Carmen made a motion to adopt the minutes and Sherry seconded it.

5. **Reports**

5.1 **Administrator's Report** - **Dan Costain**, as reported by Sarah Ritchie

- FSA's are done in gr. 4/7 . There was 90% participation.
- PAC has invited Health & Safety expert, Paul Berry, to come and talk to them about Emergency Preparedness on April 16th.
- Queneesh has a school review coming up in April. We would like a Montessori representative to greet and share snacks
- Kindergarten registration was successful. There are currently 28 registered. There is a wait list now.

5.2 - **President's report** - **Sarah Ritchie**

- Carmen and Michelle attended the Montessori Program Review meeting. At the meeting they discussed the process of the review and created an agenda for what will be discussed at next meeting. Everyone was given something to report on for the next meeting. Some topics discussed were: budget, website, recruitment. After the program review meetings are finished, Allan Douglas will write up a report with recommendations to give to the board. The next meeting is in March.
- We would like to access funds from Grace & Courtesy Fund to give flowers to Joanne and Tracy for assisting with the Montessori registration.
- Thank you to Kelly, Suzanne and Natalie for doing such a great job baking snacks and greeting parents for Montessori Registration.

President's Report continued

• PAC

- ❖ PAC needs a new Hot Lunch Coordinator. It is an easier job now that it is on-line. They also urgently need Breakfast Club volunteers
 - ❖ PAC wants to let parents know that they shouldn't park in front of resident's driveways.
 - ❖ PAC needs a new secretary.
 - ❖ PAC is doing a Purdy's fundraiser right now. They will do an Usborne fundraiser before/during spring break.
 - ❖ Can shutterfly liaisons please post the need for help on Teacher Appreciation Day as well as the need for a hot lunch coordinator, breakfast club volunteers and PAC secretary.
- Tuesday June 3rd is Teacher Appreciation Day between 11:30-1:30. There will be a potluck so we will need parents to come and bring food. We will have sign up sheets for food. Christine will do a fire-side chat focusing on appreciating teachers.

5.3 - Vice President's Report - Erin Walsh

- There are a few FundScrip Grocery cards left.
- Erin put constitution and bylaws on hold until after the program review is done

5.4 - Teachers Report - Michelle Hawkins

- Dan will send out a letter to parents about their intentions for next year and an exit survey - what they like/dislike about the program
- Michelle would like to encourage parents to check out the BC Teachers Federation website www.afairdeal.ca to see what's going on for students and teachers. Can Shutterfly liaisons put this on shutterfly.

5.5 - Treasurer's Report

- Bank - \$32,343, with outstanding cheques
- Parent donations since June 1st - \$15,560
 - ❖ Plus Post-dated cheques of \$1,650
- Fundraising - \$1,356
 - ❖ Photo shoot - \$530
 - ❖ Coffee – \$726
 - ❖ Shake it Up - \$100
- Expenses since June 1st - \$8,893

- ❖ Includes Inventory Materials - \$4,200
- ❖ Plus another \$1000 outstanding

Treasurer's Report continued

- ❖ More materials are being ordered.
- Michelle has a copy of the income statement and balance sheet if anyone would like to see it.

5.6 - Secretary's Report - Rosanne

- Rosanne was kept busy with enrolments and answering email questions

5.7 - Inventory - Lisa Wilcox

- Orders were in by end of January. The order is almost ready to go out.
- Susie Klus has officially resigned from the position of Inventory Controller.

5.8 - Shutterfly Liaison - Amelia Valmorbidia

- Kim Sheehan signed on to help Erin with being Shutterfly Liaison to Sean
- Amelia had an idea: To change the journal entries into something that can be emailed out - if we changed into a "chat" format then we could have the option to email out to all members. There was a general discussion about shutterfly and it's usefulness.

6 - Old Business

6.1 1 – Tea – Sarah Ritchie

- The next tea planning meeting is next Wed. Feb. 26th at 6:30 at Sarah's house
- We have a kitchen coordinator, service coordinator, silent auction coordinator
- We still need a volunteer coordinator, extra teacups - we need sugar

6.1.2 - Bulb Fundraiser - Sharene Popiel

- Sharene has 150 ready to go - She will hand out after spring break, April - send out the 2nd day back
- Liaisons to put it on shutterfly
- Rosanne will help with bulb fundraiser

6.13 - Card Fundraiser - Michelle Hawkins

- Michelle needs help with printing the information in colour. Korina volunteered to get a class set printed.

7. New business

7.1 - Trivia Night fundraiser - Sarah Ritchie

- Sarah went to a great fundraiser last week and thought we might be able to replicate it. It is a Trivia Night. People pay \$160 per table and there are 4 rounds of 20 questions. Everyone brings food, we sell 50/50 tickets and there is a raffle for items. Adults only. November might be a good time have it. Sarah will get more info and report back in a month.

7.2 - Inventory Controller Position

- This position needs to be filled. We can vote someone in if they are in good standing (a member for at least 6 months) Rosanne will send out an email to the membership, advertising the position with a job description.

Next meeting: March 12th

Adjourned: 8:38