



## PGMES BOARD OF DIRECTORS MINUTES

	<u>Present</u>	<u>Absent</u>	<u>Excused</u>
Chair Cindi Pohl		1	
Vice Chair Karen Stahl	1		
Treasurer Michelle Baillie	1		
Secretary Elaine Goudie	1		
Director Heather Stillwell	1		
<b>Meetings: July 2017 – June 2018</b>			

### Board of Directors' Meeting

Nov 29, 2016 6 pm

Location:

Polaris Montessori Elementary School

Meeting called by:

Board of Directors

Note Taker:

Elaine Goudie

Attendees:

Vice Chair Karen Stahl, Treasurer Michelle Baillie, Secretary Elaine Goudie, Director Heather Stillwell, Programs Manager Shelley Bond, Michelle Scott, Raylene Anderson, Tim Yule, Samantha Mowat, Janel Stewart, Jessica Burke, Alisa Olesik, Natasha Wainwright, Amanda Lee Robertson-Domshy, Janice Butchart

### 1. Vice Chair Report

- Tammy Lucking is our new administrator. She is a former Montessori parent with a variety of skills and is a good addition to the society.
- Society lacks an executive director...working on a 2-3 year plan to fill this important position
- Big issue: the society is currently trying to deal with a lack of fundraising and volunteer support to run fundraising activities. The society currently does not have enough money to cover the insurance costs. We recently received a bunch of unexpected pet fees and the last of our funds had to go towards these fees instead. The society took over these fees after the fire to help. Janel set up an account with the Ospika pet and animal supplies store. The total pet account no longer exists after the change in ownership. We need immediate fundraising activity to cover the needed expenses.

The three key areas that we need fundraising funds to support are:

- Classroom Pet expenses (\*Amanda offered to help)
- Professional Development-Montessori training
- High School Program

We need new people to lead these fundraisers, individuals outside the board. Thus, allowing board members to focus on their board duties. The board will be having a fundraising meeting in the next couple of weeks. The society is in danger of folding and cannot exist without fundraising.

- Major Capital Funding: Creation of New Licensed Child Care Spaces. Entering the second stage of the intake. The timelines are very tight (everything has to be in Oct 10<sup>th</sup>). Allan and Nino from SD57 have been very supportive. There is a real demand for child care in the city. Many families are impacted by the lack of options and parents often find it difficult to return to work. There is a waiting list for the preschool at Polaris. Karen and Shelley are meeting with the City of PG and Northern health on Sept 27<sup>th</sup> regarding licensing requirements etc...

## 2. Childcare Report

- The enrollment is down at the child care center but we have enough staff. Shelley is currently working to fill the spaces that are open in the programs. Two critical incidents on playground at Polaris and the program will not be using the playground anymore.

## 3. Promotions

- Using social media and local radio/new stations

## 4. Fundraising

- Jody, Janice, Shelly, Cindi and two members of the PAC meet to come up with a plan to spread out fundraising and get everyone working together. Key fundraisers for PGMES currently are:
  - Membership Drive (have received some donations, donation button on website not working need to address this)
  - Purdy's
  - Gala-(new format or approach)

Teachers: will be focusing on classroom needs

Pac- made up an organizational chart of fundraising events

- Do not want to be drawing funds from our own community all the time
- Go fund me or Chimp account might be a viable option
- An emergency meeting will be held for the parents of all Montessori programs on Oct 17<sup>th</sup> at 6:30 on the Polaris Gym. Child minding will be provided. We will call it: "Montessori Community Emergency Meeting". Have membership drive forms at the meeting. Need speakers for this meeting. The focus will be to:
  - Explain the roles of PAC and PGMES

- Educate parents what is involved to become a Montessori teacher (evolution of the teacher)
- Implication for their children's programs if the society is unable to provide financial support for professional development-Montessori training.

## 5. Grants

- In addition to the major capital funding grant. We are applying for the BC gaming grant. Shelley went to a workshop in the summer and found out not only are we eligible but many childcare facilities in the city have been receiving funding for years. The funds can be used in a variety of ways.

## 6. Classroom bikes:

- The warranty is up on the spark brain bikes. Any repairs or part replacements will have to be covered by the society. We have a gentleman (Mike Heim) willing to help us with the repairs. However, we will need a funding source to cover these costs.

## 7. High School Report

- The high school program is very busy. It currently has a total of 47 students (15 of which are grade 7's). There are two classes one in the morning and one in the afternoon. They all appear to be adjusting well.
- There is an all year field trip plan to Ferguson Lake. They will be applying there classroom planning/skills in the field such as mapping. They have a Go Grant to cover the trip costs
- Michelle and a group of students will be travelling to Vancouver for a We Day event
- Funding for tablets for the classroom
- Polaris trips begin next week. Mr. Jeffery will be joining them on their Polaris visits

## 8. Elementary Report

- Team working building over the summer
- Welcome back BBQ was very successful
- Montessori compass account for learning to be launched soon. It will provide learning outcomes of individual children. Parents can look at their children's learning live at any time. We managed to get around the US/American server issue. Shelley asked Tim if the CCC/ELC and preschool programs could be included. There is no high school component.
- Volleyball and other clubs have started.
- Children are continuing with fundraising for the Peace Project

Adjourned ~6:55 pm

### Upcoming Dates:

Montessori Community Emergency Meeting Oct 17<sup>th</sup>, 6:30 pm Polaris Gym

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