ACES Meeting Minutes Sept 1, 2022, Zoom Virtual Meeting, 7pm			
In Attendance: Maureen, Janelle, Jolene, Rob, Chris, Roddy			
Item	**Topic**	**Discussion /Action**	**Follow Up By Who/ When**
1	**Call to order 702pm**	Chris	
2	**Teacher Classroom Budgets**	Maureen to connect with teachers regarding classroom budgets.	Rob to connect with Maureen Sept 2nd regarding classroom teacher budget.
3.	**Kindergarten Furniture Request**	Maureen received a request from Chris Rogers for a long and low table and low chairs or bench seating for the old Kindergarten room this summer. The older grades now use the original kindergarten room as an Arts Space and the request for tables and chairs is for the children to be able to paint. In the past ACES has fundraised for classroom furniture and CRPS has provided some furniture over the years as well. The request would cost ~$2500 without delivery. ACES is not sure whose responsibility this is as ACES does not budget for classroom furniture items - and has not done so in the past 5 years. ACES on our assets does not have any furniture items, so items purchased by ACES in the past are now the assets of CRPS.	Jolene to review the MOU to see if there is further definition of ACES responsibility in this position. Jolene to send the MOU to the entire ACES board team for review. Maureen will follow up with CRPS regarding the request as we do not have the budget at this time to fill this request. ACES will review our year end budget from last year to assess for extra finances and review our current school year budget to review options in order to fulfill this request if required.
4.	**Welcome Tea**	Date selection for our Welcome Tea: September 15th, 2022 from 830-930am.	Maureen to connect with CRPS with our proposed date suggestion for approval Jolene and Janelle to connect regarding organization of the Welcome Tea
5.	**Sponsor/Donor Conduct Policy**	Board discussion regarding the need for the creation of a sponsor/ donor conduct policy. Donors are typically given information regarding Alpenglow through our fundraising request letter or through their personal connection to our community. Board discussion concluded at this time we do not feel that it is required that each one of our donors agrees and signs a formal document regarding code of conduct.	
6.	**School Photo Fundraiser**	Plan to have the school photo fundraiser this fall. Will do a call out for volunteers to photograph students and assist in organizing students.	Maureen to add to the newsletter a call out for a volunteer photographer with a deadline of Sept 11th

7.	**10 Year Anniversary Fundraiser / Celebration**	Given the vacancy in the role of Community Development Coordination it is difficult to host a stand alone event for our anniversary but ACES did discuss tying the event in with another established festival (ie winter festival or springfestival). Chris has been looking into creating a BUFF using student artwork. Chris will review the pricing and feasibility of this. Will require the teachers to agree to having the students create art for the project and then Chris being able to get the art and turn it into the format required for production.	Chris to review feasibility and pricing for 10 Year Anniversary BUFFs. ACES Board to send any further ideas to Chris ACES board to further discuss when and how to best celebrate our anniversary
8.	**Festivals**	Recruitment for the community development coordinator position. Maureen to do a callout in our upcoming newsletter. The ACES board is encouraged to connect with parents who may be interested in this role and offer support. Martinmas/Lantern Festival is typically near St Martin's day on Nov 11th. The Grade 3 class puts on a play about St Martin and this is followed by a lantern lighted walk in the forest. Three potential date options were selected to be sent to CRPS for their selection. Janelle volunteered to support this festival Winter festival is typically held the final weekend of November and two dates were discussed to have review by CRPS for use of the school.	Maureen to add to upcoming newsletter a volunteer request to fill this position vacancy ACES board to continue to connect with any alpenglow community members interested in this role Maureen to send potential date options to CRPS for selection for the Martinmas Play and Lantern Walk Maureen to send potential date options to CRPS for review for Winter Festival
9.	**Administration Position**	The role in which Maureen has been filling is much larger than the stated job description, and is more accurately described as an operations manager. The salary for the administrative assistant position does not accurately reflect the expanded role Maureen has taken on. Maureen has also volunteered her time in addition to her position to Alpenglow and ACES over the years. In order to create a sustainable and realistic position for this role a new/modified job description is required. Once a new job description is created then Maureen will have the opportunity to decide if this is a position that she would like to continue in. ACES would like to do what we can to retain Maureen in this role, as she has been exceptional in it. This role requires a variety of skills, and most of all is a reflection of ACES to its stakeholders and Alpenglow in general - so the individual in this role requires strong soft skills as a representative of our school.	Maureen to create a list of all her current tasks, roles, and responsibilities. This list will further be categorized into priorities and tasks could be reassigned to appropriate volunteer positions.

10.	**ACES Board Code of Conduct**	ACES board to review the code of conduct and provide feedback. If not alterations are required then please sign the form.	ACES board members to review and sign Code of Conduct
11.	**ACES meeting**	ACES meetings will be held the 3rd Thursday of the month at 730pm via zoom. ACES board would like twice yearly meetings in person.	Next ACES board meeting is set for Sept 15th at 730pm via zoom. Jolene to provide the board members with advanced notice when a meeting is scheduled to be held in person.
11,	**President Position**	Roddy was present to participate in his first meeting this evening and observe the typical meeting structure. Roddy shared his past experience working in the non-for-profit sector and his experience on volunteer boards. Jolene motioned to nominate Roddy Ward for the position of ACES Board President Seconded by Rob All in Favor and Vote is passed	Roddy Ward is voted into the position of President. Maureen to set Roddy up with email account and signing authority Jolene to send Roddy and ACES board bylaws, job descriptions, and MOU for review
10	**Meeting Adjournment 910 pm**	Motioned by Chris	