

Penhold School
Parent Advisory Council
Tuesday, January 16, 2024
Minutes

- Meeting Called to Order at 7:58 pm by President, Jennifer Charles

Members Present:

Jennifer Charles, President
Natasha Caissie, Vice-President
Elizabeth Dahl, Treasurer
Renee Mairs, Secretary
Lisa Baird, Principal
Giselle Meyers, Vice-Principal
Sherry Cooper, School Trustee
Ken Denson, Town Councillor
Nora Holben, Parent
Lori Wolfe, Parent
Mike Dahl, Parent
Margo Gruenwald, Parent
Delacey Von Busse, Parent
Karen Kormos, Parent

- Approval of Agenda for January 16, 2024 meeting

Motion to approve the Agenda.

Moved by: DeLacey Von Buss

CARRIED

- Approval of the Minutes*, as presented (OR as amended)

- November 14, 2023
- Ratification of email motion

Motion to approve the minutes approval via email, as per email on November 22 2023 to approve the minutes from November 14th over email in order to assign new signing authority for Elizabeth Dahl and Jennifer Charles at ATB.

Moved by: Jennifer Charles

CARRIED

Motion to approve the Minutes as presented.

Moved by: Natasha Caissie

CARRIED

- Financial Report: Treasurer – Elizabeth Dahl
 - Review of the Treasurer’s Report December 2023
 - Small amount came in from Organic Oasis that was missed in September
 - Cookie Walk funds
 - Tim Hortons Smile Campaign funds

Motion to approve the Treasurer's Report, as presented.

Moved by: Renee Mairs

CARRIED

- GIC purchased in December - email motion needs to be ratified

Motion to ratify the approval via email on December 13, 2023 to place \$35,000 from the general bank account into a 1 year ATB Non-Redeemable GIC, as approved by the executive over email.

Moved by: Natasha Caissie

CARRIED

- Square reader purchase - \$69 plus GST
 - Would have paid for itself at the cookie walk with over \$200 coming in by using it.
 - Do we want to purchase? Yes.

Motion to purchase a square reader for Parent Council using funds from the general account at \$69 plus GST

Moved by: Jennifer Charles

CARRIED

- Request to purchase filing tote - cost estimate \$25-\$40 including GST
 - Need a new container to hold PC files

Motion to purchase a filing tote using funds from the general account - approval to spend up to \$50 plus GST.

Moved by: Lori Wolfe

CARRIED

- Preparation of AGLC Report - Due Feb 9 th and Charitable Return - Due Feb 28 th
 - Elizabeth needs to confirm who needs a receipt for the charitable donations - no other receipts have been given by the office to date.
 - Elizabeth will connect with the donors for tax receipts
- Executive Report:
 - Correspondence - letter mentioned in SC meeting stating the \$250,000 given to playground development for the new school by the Alberta Government.
- Fundraising Report – Fundraising Coordinator
 - Cookie Walk/Concert VIP School Fundraiser – profit \$1,069.31 and feedback
 - Feedback - have more gloves and tongs
 - Sell cookies individually for \$1 instead of only selling boxes
 - Maybe bigger boxes next time for \$10?
 - Mixing Spoons went well.
 - only one package that was missing and was replaced
 - easy to sort and package
 - Potentially do it again maybe once a year next year

- PAC Structure
 - Directors needed
 - No Directors were appointed at the AGM in November when the new Executive was voted in
 - Jennifer to send an email to all attendees to see who would like their names to stand, including those appointed at the September AGM.
 - To be addressed in the February meeting

- New Business
 - Email management and digital document storage
 - Renee to monitor emails at the penhold school council email address
 - Discussion around using dropbox versus Google docs
 - As long as everyone on the executive has access to dropbox it will stay the primary place to store information
 - Elizabeth to keep track of emails for e-transfers

 - Grant applications
 - Co-op community spaces grants. Opens February 1st. Long process including disclosing financial information \$150,000
 - CFIB grant for \$125,000
 - Walmart - can use it for whatever you want as long as you can justify it - could be used for field trips
 - Equus Grant: 2 different grants. One is for community bbq's. One is more specific
 - Red Deer and District Community Foundations
 - Take to the Town and Red Deer County
 - Mandy Toporowski's husband's company has a grant available of over \$50,000. Lisa will be applying for that this week.
 - We need a grant schedule?
 - Jen to investigate the chance for federal funding

- Next Meeting Date and Adjournment

Motion to Adjourn meeting at 8:50pm

Moved by: Renee Mairs

CARRIED

- Next Meeting will be, *February 13, 2024* at 7:00pm.

Approved on the _____ day of _____, 2024.

_____ *President*

Secretary