

**Penhold School**  
**Parent Advisory Council**  
Tuesday, May 14, 2024  
**Minutes**

- Meeting Called to Order at 8:09 pm by Acting President, Natasha Caissie

**Members Present:**

Natasha Caissie, Vice-President

Elizabeth Dahl, Treasurer

Renee Mairs, Secretary

Lisa Baird, Principal

Giselle Meyer, Vice-Principal

Ken Denson, Town Councillor

Jamie Seiyama, FCSS Community Worker

Sherry Cooper, School Trustee

Lori Wolfe, Director

Karen Kormos, Director

Delacey von Busse, Director

Teresa Cunningham, Parent

Margo Gruenewald, Director

- Welcomes and Introductions
- Approval of Agenda for May 14, 2024 meeting

**Addendum to the agenda to add the following motions to be rescinded and Adhoc committees to be dissolved:**

**The Harvest Supper**

**Bowling Night**

**Carnival Adhoc**

**Mission Statement Adhoc**

**Grant writing Adhoc**

**Bylaws been signed and filed**

**Cards Motion**

**Photoshoot motion**

**Motioned by: Delacey von Busse**

**CARRIED**

**Addendum to add New Business item: Fundraiser for September**

**Addendum to add the Adhoc Bingo Committee**

**Motion to approve the Agenda.**

**Moved by: Teresa Cunningham**

**CARRIED**

- Approval of the Minutes\*, as presented (OR as amended)
  - *April 9, 2024*  
**Motion to approve the Minutes.**  
**Moved by: Elizabeth Dahl**  
**CARRIED**
- Financial Report: Treasurer – *Elizabeth Dahl*
  - a. Approval of the Treasurer’s Report April 9, 2024\*  
**Motion to approve the Treasurer’s Report, as presented.**  
**Moved by: Renee Mairs**  
**CARRIED**
  - b. Updated Fundraising Tracking\*
    - In April \$1,500 came in (\$1000 and \$500 respectively)
    - Individual recognition coming to each of the businesses that has donation
    - 9 have been sent out so far
    - In addition, the 90% from the 50/50 proceeds totalled \$4,784.83
- Executive Report:
  - Correspondence - Renee Mairs
    - We received permission from AGLC in an email dated April 19th 2024 to use \$32,255.00 of gaming funds (\$25,000 from our casino funds and \$7,255 from our raffle funds) to put towards the playground.
    - Letter from the County, dated April 26th, asking for more detailed financial information about funding applied for and secured for the playground to date. This comes after the request for funding sent to them was discussed at a workshop earlier in April. This information will be looked at the next County Workshop
    - The school and Parent Council received a request from the Town of Penhold for more detailed information, resulting in Lisa Baird and Natasha Caissie sending a letter to the Town of Penhold, dated April 30th, outlining the current financials and what was needed moving forward to optimize the CFEP grant.
    - A letter dated May 13th, 2024, from Penhold Town Mayor confirming the commitment to funds of \$45,000 to optimize the application for the CFEP grant of \$125,000.
  - Facebook Page - Karen Kormos
    - Council should introduce themselves on FB for Karen to post with mission statement
- Fundraising Report – Fundraising Coordinator - Natasha Caissie
  - a. Grant Update – Elizabeth Dahl
    - Working with Klay with Alberta Council to get applications submitted
    - Lisa and Giselle have been supporting
    - CFEP will be submitted tomorrow as planned

- Have not heard back on any of the outstanding grants

b. Letter writing campaign – Mandy Toporowski

- Mandy to follow-up with some letters when she gets back from vacation

c. Charity Check Stop – Renee Mairs

- May 25 11-3pm
- Advertising has been organized with graphics going out on fb, electronic signage through the town.
- PC members encouraged to share as much as possible
- Signage organized through the optimist club and through Teresa Cunningham
- Should have enough volunteers for the day - the schedule to be finalized this week
- Waiting on information from Protective Services on what is needed on the actual day
- As it is over lunch hour, request to provide some nibbles and water for the volunteers
- An email will be sent out volunteers next week with all the information
- Event insurance discussion - specific event insurance for Charity Checkstop, or will we be covered by PAC group insurance?
- Safety vests from the school and money aprons from the school

**Motion to approve up to \$75 from the general fund for water and snacks for volunteers at Charity Checkstop on May 25th from the general account**

**Motioned by: Karen Kormos**

**CARRIED**

d. “End of Era” Shirt/hoodie design – Natasha Caissie

- Requested requirements -End of an Era, 1961-2025, PES, Panther Pawprint

Vote on favorite design: #1 - 2

#2 - 5(\$22 T-shirt, \$34-hoodie)

- We would price it at: \$25 for kids, \$30 for adult
- Colors: one color - black

**Motion to offer black t-shirts at \$25 for kids, \$30 per adults with the option of adding hoodies later with the proceeds to be deposited in the general account**

**Motioned by: Renee Mairs**

**CARRIED**

- Natasha to ask for samples to come in for ordering/display

**Motion to purchase 25 adult shirts at \$22 from the general account, at various sizes for display and sale at the Bingo night**

**Motioned by: Lori Wolfe**

**CARRIED**

- order form to be created for pre-orders

e. BBQ & BINGO & Babysitting – Natasha Caissie

**Motion to make an adhoc committee of up to 10 members to plan and action the BBQ and Bingo and Babysitting from May 14th to be in place until the September 10th 2024 AGM.**

**Motioned by: Renee Mairs**

**CARRIED**

**Motion to appoint the following Committee Members:**

**Natasha - Bingo**

**Ellen will assist - Bingo**

**Mandy - BBQ**

**Margo & Nora - babysitting**

**Teresa Cunningham**

**Chris Wolfe**

**Lori Wolfe**

**Elizabeth Dahl**

**Motioned by: Karen Kormos**

**CARRIED**

- Event is on June 22, starting from 5-9pm, with babysitting available from 6-9 pm
- Per AGLC rules you cannot make money off a bingo - issue with card pricing
- We do not need a bingo license from AGLC because it is a radio bingo
- We can have table and chairs from the Town at no cost and just need to let them know when to pick them up
- Budget has been laid out by Elizabeth
- Mandy and her husband are donating all the food for it
- The cards have to be pre-sold and then picked up at the door
  - poster made up with a QR code which takes people to the FB page and will direct them to a specific page that has a google form that everyone can fill out
  - etransfer the funds to the account which can be reconciled with the google form
  - have to prepay and be registered
- Delacey may be able to help with babysitting as she has valid first aid - an adult with first aid is needed
- Ratio of adults - 1 adult per 10 kids with 4 students helping. 20 kids = 2 adults with 4 helpers.
- Juice boxes and snacks needed for kids (popcorn?)

**Motion to spend up to \$1400 from general account for all costs associated with the BBQ, BINGO and BABYSITTING Event on June 22, 2024**

**Motioned by: Renee Mairs**

**CARRIED**

- 50/50 from 5-8pm

**Motion to hold a cash only 50/50 with pricing to be as follows: 1 for \$5, 3 for \$10, 10 for \$20 with proceeds to be deposited into the casino account**

**Motioned by: Karen Kormos**

**CARRIED**

- Do we want to charge admission of \$5 per person?

**Motion to charge general admission of \$5 per person for the event and hold a concession during the bingo portion of the evening with the proceeds being deposited into the general account.**

**Motioned by: Delacey von Busse**

**CARRIED**

- Floats - \$300 and split it two ways

**Motion to remove \$300 from the general account to be split between the 50/50 and the concession with the intent to deposit the float back into the account at the**

**conclusion of the event.  
Motioned by: Delacey von Buse  
CARRIED**

- Business Arising from Prior Minutes
  - a. Insurance
    - Elizabeth looked at all the different insurance options out there: general liability, Directors and Officers getting personal coverage, crime, special event liability
    - quotes based on revenue from \$50-100k a year
    - Elizabeth working on getting a waiver together for signature for all volunteers to sign when volunteering for our events
    - BBQ Bingo and Babysitting event is very challenging to insure - \$360 with Forward Insurance event insurance

**Motion to spend \$1,100 to buy insurance from Alberta School Council, as presented  
Motioned by: Delacey von Busse  
CARRIED**

- b. Fall Festival involvement
  - Friday night - We are handing out the door prizes and we have the potential to do the 50/50
  - Need volunteers for the Friday night
  - Start at 6pm-10pm

**Motion to hold a 50/50 on the Friday night of Fall Festival during Craft Beer Night, Friday September 6 2024  
Motioned by: Lori Wolfe  
CARRIED**

- c. Red Deer County Council Meeting
  - waiting to hear back from them
- d. 50/50 at Oilers/Flames/Rebels application
  - Need 30 volunteers
  - Can reach out to all three schools to get volunteers then split the proceeds between all schools
  - up to \$25k intake for one night
  - We will apply to all three of them
  - Natasha and Teresa to sit together to get the application together

**Motion to apply in August for the 2024-2025 hockey season to all three team 50/50 fundraiser for Oilers/Flames/Rebels.  
Motioned by: Delacey von Busse  
CARRIED**

- New Business
  - a. Donor recognition - no huge recognition for donors allowed due to risks
    - We do have permission to do something to recognize donors but with no allocation amount listed
    - Something to be placed outside of the building for the public to see
    - Nothing concrete has been looked at. Barb from BDI will help out with ideas.
    - Closer to opening date

- Closer to opening date
- Elizabeth is handling the thank you cards from parent council and needs more
- Keeping up with donor receipts

**Motion to spend up to \$25 to purchase more stamps to mail off thank you cards from the general account.**

**Motioned by: Renee Mairs  
CARRIED**

b. Teacher gifts

- lunch? - last day is June 27th if we want to do a lunch. Kids go home at noon
- charcuterie was a hit last year
- Vote for lunch - will price out a few options

c. June school Newsletter

- Updates to be sent to Lisa

d. New Fundraiser

- Do a bottle drive at the open house on August 30st
- Container can be put on the lot earlier as staff are here for 3 days before - use Cosmos
- Put it in the parking lot
- Teresa to organize
- Volunteers needed to help on August 30th

**Motion to hold a bottle drive fundraiser on August 28th - August 30 time to be determined.**

**Motioned by: Renee Mairs**

**CARRIED**

e. First Assembly September 3rd

- Would be nice to have PAC members available

f. PAC Notice for AGM

- Call notice for September 10th for nominations for September 10th AGM
- To be put onto FB page 21 days out.

• Next Meeting Date and Adjournment

◆Next Meeting Date- AGM September 10, 2024 following the Penhold Elementary School Council

Annual General Meeting at 7:00 pm

**Motion to adjourn meeting**

**Motioned by: Lori Wolfe**

**CARRIED**

- Meeting Adjourned at 9:48 pm.

Approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ *President*

