

Penhold School
Parent Advisory Council
Tuesday, March 19, 2024
Minutes

- Meeting Called to Order at 8:17 pm by Vice-President Natasha Caissie

Members Present:

Nora Holben, Director
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
Lori Wolfe, Director
Karen Kormos, Director
Charlene Egan, Parent
Jenna Murphy, Parent

- Approval of Agenda for March 19, 2024 meeting

Motion to add the ASCA Budget item to the agenda in No 8

Moved by: Renee Mairs

CARRIED

Motion to approve the Agenda.

Moved by: Nora Holben

CARRIED

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

- *February 13, 2024*

Motion to approve amendment to the February 13, 2024 minutes to state that "End of Era" t-shirts quote is \$23 per t-shirt, not \$30 as originally noted.

Moved by: Jenna Murphy

CARRIED

Motion to approve amendment to the January 16th, 2024 minutes to rectify the mention of Tim Hortons Smile Cookie Funds mentioned under the Financial Report, to be mentioned instead as Tim Hortons Holiday Smile Cookie Campaign Funds

Moved by: Jenna Murphy

CARRIED

Motion to approve the Minutes.

Moved by: Lori Wolfe

CARRIED

- Financial Report: Treasurer – *Elizabeth Dahl*
 - Review of the Treasurer’s Report *February 2024*
Motion to approve the Treasurer’s Report, as presented.
Moved by: Jenna Murphy
CARRIED

- Updated Fundraising Tracking:
 - First Bank deposit on Feb 6th
 - Donation from Citizen on Patrol from the Blue Bin Bottle participation (\$19.28)
 - Donation from Lee's Specialty Seals (\$40)
 - Donation from Blackfalds Bulldogs Foundation (\$1000)
 - Donation from Care Industries Ltd. (\$500)
 - Closing balance of general account: \$7,732.71
 - Total amounts received: \$44,670.85
 - Confirmed funds for playground: \$324,670.85

- Executive Report:
 - Correspondence - Renee Mairs
 - Letter from Town Council
 - CSAB Meeting - Natasha
 - Delacey will go to the meeting for us moving forward. This Thursday's meeting will be attended by Elizabeth as Delacey is away.
 - Facebook Page - Karen Kormos
 - FB page is going well
 - Elizabeth is sending the updated info to Karen
 - Karen is ok to go ahead and update as she feels fit
 - Advertise the FB group at Parent Teacher Interviews this week. Elizabeth and help with that at the 50/50 table.
 - Elizabeth to make up a poster to encourage parents to check out the FB page
 - An idea to introduce PAC members and give information on what we're doing and why etc. Pictures etc. and school stuff.
 - Karen to take pictures of bake sale to advertise on fb group tomorrow
 - Karen to make Giselle and Lisa an admin
 - Karen to remain point person for posts
 - Need to be careful about wording - school run activities versus PAC activities
 - How can we reach other parents at the Crossing? Reach out to the other principals/parent councils?
 - Letter received from the Town-Lisa Baird
 - 30,000 was requested from the Town. The Town needed more information which we could not provide due to tender. The Town offered to help in a couple of other ways including helping us with grants.
 - Town needs a plan, which cant be finalized until all the companies have been chosen.
 - Can the Town approve something in principle, and then confirm once the information is in?
 - Ken will get back to us on when the best tim\$e is for PAC to come and present on behalf of the school.

- The County is taking the request presented to them to a workshop on April 4th.

- Fundraising Report – Fundraising Coordinator-Natasha Caissie

a. Grant Update-Elizabeth Dahl

- Lori, Mike and Elizabeth met and discussed the grants that were available

- Mike looked at Kal Tire - not feasible
- Canada Post - Lori took the lead. Up to \$5k. It was reviewed and submitted on March 1 October payout if successful.
- Walmart - to be looked up. It's ongoing.
- Co-op grant got submitted on behalf of the school by Lisa and Giselle. Under Giselle's name.
- Were able to confirm that the Costco grant by applied for in January 2024 for \$25k. We will only hear back if successful. We can only apply once during the school year.
- Moving forward: Do we have time to work on grants? Elizabeth does not have the time. Lori does. Is anyone else available? Lori also will not be on council next year due to her kiddo moving on. Do we outsource for a fee? Perhaps we can advertise on the fb page.
- Elizabeth reached out to Klay Dyer for information to see if he could help write the grants. The referrals all came back glowing. He would do the work on the grants but we would approve it. He has the availability. Do we want to employ him?
- All equipment has to be ordered by December 2024 to get 2024 pricing. 50% of the cost up front. The equipment has to be ordered with a 6 month lead time.
- Help with the Community Facility Enhancement Program (CFEP) grant would be good. It's enormous.

Motion to hire Klay Dyer with Alberta Council to write the grants for the playground. His fee is 1.5% of the secured grant funds received.

Moved by: Renee Mairs

CARRIED

Motion to ratify the email sent February 20 by Natasha Caissie to motion for the member for the member of the adhoc grant committee to submit completed grant applications, as required, after individual grant applications are viewed and approved by an officer of the board (President, Vice-President, Secretary, or Treasurer)

Moved by: Elizabeth Dahl

CARRIED

b. Letter writing campaign – Mandy Toporowski

- On-going over the next couple of months
- Two cheques came in today from two different companies.
- In conversation with another local business owner and will be meeting with them soon to see how much they want to give.
- Most of the bigger companies will take time. Will check in.

c. Carnival –Nora Holben

- Nora proposing for us to do the carnival ourselves
- Mandy's hubby is donating all the food
- games: corn hole, pillow sack race, three-legged races, fishing pond, egg races, water balloon toss, team water challenge, root beer pong, jenga games borrowed from the

Town, dunk tank, 50/50, BBQ, cotton candy \$4 a bag, Popcorn \$2 a bag, scavenger hunt.

- Date: June around 11-4pm
- Need someone to have food safety
- Need traffic control
- Grade 6 ambassadors could run some of the games along with parents
- Promote on the radio
- Local talent for entertainment \$10 for music
- Chairs to be borrowed from the school?
- A stage is owned by the three schools - but its fabric
- Nora to spear head and create a group to organize it
- Can businesses sponsor some of the costs? EG: FCSS, Optimist Club.

- Pre-sell tickets? online?
- How much for admission?

Motion to create an adhoc committee to assist Nora with the carnival proposal

Moved by: Renee Mairs

CARRIED

d. Rafflebox "Eggs in a Basket"; -Elizabeth Dahl

- Half way through raffle
- capped customer base
- Pot was just below \$4k, which would give us a net profit of just under \$1.5k
- We will be at the Easter Eggstravaganza this weekend and helping with the bouncy castle.
- Elizabeth will also advertise at the Parent Teacher Interviews
- Elizabeth wondering if we can purchase chocolate egg draw prize for the Eggstravaganza
- Advertise around the middle and end of the month

Motion to approve up to \$40 from the general account to spend on chocolate Easter enticements for the Eggstravaganza

Moved by: Charlene Egan

CARRIED

Motion to ratify email motion to go through with the Rafflebox 50/50 with the intent of paying the invoiced value once received out of the general account. as per email sent on February 26, 2024

Moved by: Jenna Murphy

CARRIED

f. Meat Box Raffle –Natasha Caissie/Elizabeth Dahl

- Might be stepping on Optimist meat draw? Group consensus feels like it is different.
- Details for next meeting

g. "End of Era" Shirt/hoodie design- Natasha Caissie

- Requested requirements -End of Era, 1954-2025, PES, Panther Pawprints
- Natasha found a few more vendors online
- They are expensive
- Trophy Loft: \$75/hour for design costs

- \$25/hr is using database images
- Minimum order of 25
- Price depends on the number of colours so can't know cost without confirmed image.
- Staples: \$27 per shirt plus shipping. 7-10 days for delivery
- Vista shirt - \$18:50 plus shipping (\$10.99) and taxes -
 - Higher discount but have to use designs from their website
- Drumbeat Apparel - will create a website. Can ship direct or bundle to the school
 - Will help create a design based on stock images they have on file
 - Pricing based on small logo left chest
 - Youth t-shirts \$20 +GST
 - Youth hoodies \$33 +GST
 - \$2.00/shirt as fundraiser profit
 - No minimum order for any items

h. P/T Bake sale March 20/21- Mandy Toporowski

- Items were dropped off today and Nora, Mandy, and Kim did the pricing and packaging

- Mandy heading it up Wednesday and Thursday March 20 and 21st
- Received lots of baking from parents both at PES and from Jessie Duncan

Motion to ratify the email motion and approval asking for approval to spend up to \$50 from the general account for supplies related to the bake sale, sent on March 4 2024 from the parent council email.

Moved by: Renee Mairs

CARRIED

i. Charity Check stop application-Elizabeth Dahl

- Elizabeth has done the application and it has been submitted

• Business Arising From Prior Minutes

- Casino funds usage for Playground
 - Next Casino 3rd quarter of 2025 (July/August/September)
 - We can keep up to \$10k beyond 6 months (last casino received \$24k in November 2022) without a letter of retention.
 - It's not required but it is a good idea to keep the minimum in the account to make sure you have enough to cover the casino fees which run around \$1,700, (\$1,734).
- b. Year End Field Trip Request
 - No concerns to help out with funding for the end of year trips
 - talked about paying for lunch-kids requested Subway

Motion to approve the request by the school to contribute up to \$1,500 in funds from the general account to pay for the Year End Field trip lunch.

Moved by: Charlene Egan

CARRIED

Motion to approve \$19 to come out of the general account to complete the registration for Karen Kormos to attend the School Council ASCA AGM

Moved by: Lori Wolfe

CARRIED

• New Business

a. Resignation

- Jennifer Charles has resigned due to personal reasons. Natasha Caissie has taken on the role of leading the council.

b. Citizens on Patrol Bottle Drive

- Citizens on Patrol hosted a Bottle Drive March 1 with proceeds going towards the playground.

c. Mission statement

Motion to create and adhoc committee to create a mission statement for the Council, with Natasha leading.

Moved by: Renee Mairs

CARRIED

d. Banking changes

Motion to approve the removal of Jennifer Charles from signing privileges at ATB Financial, and reinstate Renee Mairs to signing privileges at ATB Financial and also add Natasha Caissie for online access

for online access.

Moved by: Lori Wolfe

CARRIED

e. April School Newsletter additions deadline to submit to the school

- School will let us know

f. Liability insurance needed

- To be discussed at next meeting

• Next Meeting Date and Adjournment

Motion to Adjourn meeting at 9:35pm

Moved by: Natasha Caissie

CARRIED

- Next Meeting will be, April 9, 2024 at 7:00pm.

Approved on the _____ day of _____, 2024.

_____ *President*

_____ *Secretary*

