

Penhold School
Parent Advisory Council
Tuesday, April 9, 2024
Minutes

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

Members Present:

- **Jamie Seiyyoma**
- **Delacy Von Busse**
- **Elizabeth Dahl**
- **Lindsay Nelson**
- **Sherry Cooper**
- **Margo Gruenewald**
- **Nora Holben**
- **Ken Denson**
- **Natasha Caissie**
- **Lisa Baird**
- **Lori Wolfe**

- Approval of Agenda for March 19, 2024, meeting

Motion to approve the agenda.

Moved by: Delacey von Busse

CARRIED

- Approval of the Minutes*, as presented (OR as amended) ^[OOB]

- *March 16, 2024*

Motion to approve the Minutes.

Moved by: Nora Holben

CARRIED

- **Financial Report: Treasurer – Elizabeth Dahl**

- Review of the Treasurer's Report *March 2024*

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

Moved by: Nora Holben

CARRIED

- Updated Fundraising Tracking

- **Executive Report:**

- Correspondence - Renee Mairs

- Confirmation from Jennifer Blaylock that PES PAC has been approved to do Charity Check stop this year

- **CSAB Meeting - Elizabeth Dahl-**

- COP (Citizens on Patrol) recruitment, COP bottle drive \$216.50 in funds raised for the PWMS playground, Museum is looking into getting a mini golf course at the Ice cream Shack,

- Museum Ice Cream Shack is looking for summer volunteers,
- JDES Parent Society School is looking for Casino Volunteers
- JESD Parent Society is doing a Nossacks pepperoni/smokie fundraiser in May funds are planned to go to PWMS playground,
- JESD is planning on using their ASCE grant to do a nutrition night
- Library has Darrin Clark photographic safari artist on April 24th
- Big Brothers/Big Sisters/BGC Youth HQ- Always looking for volunteers and mentioned their programs including Springbrook kids club, Camp Alexo, and PD days for grades 1-3
- FCSS provided a lot of information on advertising and that Nonprofits can do including the electronic sign, reporter, signboards, social media, website calendar
- Next Meeting May 16th

- **Facebook Page - Karen Kormos**
- No Updates

- Fundraising Report – Fundraising Coordinator Natasha Caissie

a. Grant Update-Elizabeth Dahl

- Klay Dryer grant writing from Alberta Council takes 1.5% of grant funds received he has applied for the Sandbox Mutual Insurance \$25k grant and he expects to hear back in the middle of March he is also discussing CFEP assistance with school administration, he is making a plan for additional grants on our main wish list and able to do other wishes that we advise him of

b. Letter writing campaign – Mandy Toporowski

- Following up with companies in which letters have been dropped of at
- Requesting an updated letter
- \$1500 from Sangel
- Requested to ask Skywings Aviation in writing for donation

c. P/T Bake Sale March 20/21 - Mandy Toporowski

- Proceeds of \$1400 towards PWMS playground & \$1500 total proceeds

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

- Easter 50/50 went very well; it was run for almost 6 weeks.
- We increased advertising & sharing (in person, online, paper ect.) After low sales in weeks 2&3, a big plus was the competition over the ice cream sundae party (or classroom bragging rights) stiff competition between 4D & 4E with 4D winning at the finish line.
- The total jackpot was \$14,125. Penny Tanner won \$7,062.50 and she will receive her funds later this month
- We are still waiting for the funds (less the merchant fees) to be available to deposit. After merchant fees and Rafflebox amounts to pay the estimated proceeds to us will be \$5200.
- Learned the importance of ticket package allocations. Consider changing ticket package \$ amounts in future and have more of the higher ticket packages available.

e. Charity Check stop - Elizabeth Dahl

- Application submitted March 11th for the Spring 2024 Charity Check stop which we were awarded.

- We need to reach out to Sean Pendergast with the town to book a date with the Fire Dept & Protective services
- We want to ensure we have enough volunteers, advertise, review our set up, safety vest, proper & visible signage for the day, and notifying the businesses that are situated directly by the check stop, of the date & time
- Discussed timing at CSAB meeting and likely best to look a Saturday in May. May 25 10-3 was suggested TBD @ May 14 meeting (This is Grad weekend as well as community garage sale weekend)

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

- Requested requirements - End of Era, 1961-2025, PES, Panther Pawprint
- Moving forward with ColourPunk Designs

Motion: Lori Wolfe

Moved by: Delacey von Busse

CARRIED

g. Meat box raffle - Natasha Caissie/Elizabeth Dahl

- Decided to not move forward as JDES has plans to do a similar fundraiser with funds going to PWMS playground

Motion to rescind motion

Moved by:

CARRIED

h. Carnival - Nora Holben

- Was decided that with the current time frame and event weather dependent that the carnival would not move forward however with having a BBQ being so graciously donated the consensus was we needed to move forward with the BBQ in which it will provide full proceeds go to PWMS playground

i. Bingo- Natasha Caissie

- Bingo/BBQ/Babysitting
- Proposed for June 22, 2024, 5pm-9pm

Motion to move ahead with the Bing on June 22, 2024

Moved by: Natasha Caissie

CARRIED Margo Gruenewald

- **Business Arising from Prior Minutes**

a. Casino fund usage for playground

- Next Casino third quarter of 2025 (July/August/September)
- Casino bank account aprox. Balance of \$37,000 after Easter 50/50. \$35,000 available while leaving \$2,000 for future casino fees. Current Balance is \$32,000
- Option recommendations for "Request to amend use of Gaming Proceeds": \$10,000 low, \$20,000 middle, \$35,000 high
- Funds approved for can be used for the playground or put to other uses if we determine we no longer need them (ie: Grants recieved, Other Funding) or we can email for more funds later for the same special use without as much detail.

- Our understanding is that funds we request to go to the playground from gaming can be used towards the CFEP matching grant.

Motion to ask gaming to amend Use of Gaming Proceeds in the amount of \$25,000 to use towards the PWMS Playground

Moved by: Delacey von Busse

Carried Nora Holben

b. Mission Statement:

Penhold School Parent Council is a registered non-profit charity made primarily by parent volunteers who support our Penhold Elementary School and community. We aid our students and school staff with many initiatives, whether through financial support or by volunteering. We strive for an environment that will foster our student's health, academic and creative success. We value our whole school community and work to assist and show appreciation to them When and where we can.

Motion to approve Penhold School Parent Council Mission statement as amended

Moved by: Lori Wolfe

CARRIED: Nora Holben

c. Insurance

- Per review of our bylaw's insurance isn't required however we are to" ... annually review and carry liability insurance as deemed necessary by the board, or if required by the policies of the School or School Board."
- Beneficial to review now and annually (especially with the increased fundraising activity and Town event requirements)
- Elizabeth Dahl has emailed 14+ Brokers/ASCA and has heard back from 5 so far and is starting the process of reviewing costs/eligibility/types. Reviewing liability, director/officer coverage, crime coverage along with operating budget details. Some insurance may require engagement of an independent accountant each year which comes with a cost.
- Continuing information to be presented at the May 14 meeting

Motion

Moved by: Margo Gruenewald

CARRIED Nora Holben

d. Fall Festival Involvement

- Discussed the option of providing a Babysitting service
- Need to inquire about Town insurance and how we are covered
- Discussed the need to make money rather than taking the honorarium

Motion

Moved by:

CARRIED

e. Red Deer County Council Meeting

- Was sent to workshop and have not heard back from the County

- **New Business**

a. May school newsletter additions & deadline to submit to the school

- Contact 50/50 winner Penny Tanner to ask if she would like to have her picture in the school newsletter

- Next Meeting May 14, 2024, and Adjournment

Motion to Adjourn meeting at 8:19 pm

Moved by: Elizabeth Dahl

CARRIED

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

Approved on the _____ day of _____, 2024.

_____ *President*

_____ *Secretary*