

**Penhold Elementary School  
Parent Advisory Council  
MINUTES**

Tuesday February 11th, 2025 immediately following the School Council Meeting

\*Indicates written report/attachment provided

- Meeting Called to Order virtually at 8:00 pm by President Natasha Caissie

**Members Present:**

Lisa Baird, Principal  
Natasha Caissie, President  
Elizabeth Dahl, Treasurer  
Renee Mairs, Secretary  
Karen Kormos, Fundraising Coordinator  
Delacey von Busse, Director  
Ken Denson, Councillor  
Jamie Seiyama, FCSS Community Worker  
Courtney Nygren, Director  
Laurin Levick, Director  
Alisha Toepfer, Parent

2. Welcomes and introductions

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.

3. Approval of Agenda (members can request to add items at this time)

- February 11<sup>th</sup> 2025

**Motion to approve the Agenda**

**Moved by: Elizabeth Dahl**

**Second by: Delacey von Busse**

**CARRIED**

4. Approval of the Minutes\*, as presented (OR as amended)

- January 14, 2025

**Motion to approve the Minutes**

**Moved by: Courtney Nygren**

**Second by: Karen Kormos**

**CARRIED**

5. Financial Report: Treasurer – *Natasha Caissie for Elizabeth Dahl*

- Approval of the Treasurer's Report\*

**Motion to approve the Treasurer's Report as presented**

**Moved by: Courtney Nygren**

**Second by: Delacey von Busse**

**CARRIED**

- b. Updated Fundraising Tracking\*
  - Waiting for confirmation of excavation donation
- c. AGLC Financial Report
  - Submitted on February 1<sup>st</sup> 2025
- d. CRA Return
  - For period up until August 31<sup>st</sup> is due at the end of this month
  - Elizabeth will complete along with some outstanding tax receipts

**Motion to approve up to \$20 for mail expenses regarding CRA return**

**Moved by: Natasha Caissie**

**Second by: Delacey von Busse**

**CARRIED**

- 6. Executive Report: Secretary – Renee Mairs
  - a. Correspondence
    - Financial email as per Elizabeth’s AGLC update
  - b. Facebook:
    - No updates
  - c. CSAB – Karen Kormos
    - Similar update to the Town and Jamie updates
- 7. Fundraising Report
  - a. Grant Update – Elizabeth Dahl
    - We do still have 3 grants outstanding – Equus, Viterra, Cenovus
    - Elizabeth will follow-up with them because we should have heard back from them
  - b. Letter writing campaign – Mandy Toporowski
    - Renee still to do Innisfail Medical Centre
  - c. “End of an Era” Clothing – Natasha Caissie
    - Sent out a bunch of order forms
    - 10 hoodies and 3 t-shirts for the beginning of Feb order
    - There is another date in the last week of March for another deadline
    - One more deadline in May/June closer to the end of the school year
    - Another ad is going in the reporter in the March issue
    - Can we start to allocate shirt fund to other things and put in general account until we decide what to do with it? Amounts won’t benefit anything at the moment – not a large money maker at this point

**Motion to allocate all incoming funds from all hoodie and t-shirt sales from February forward into the general account.**

**Moved by: Natasha Caissie**

**Second by: Delacey von Busse**

**CARRIED**

- d. JDES Discount Cards– Natasha for Brandi Filipchuk (absent)
  - Have sold 315 cards (\$6,200)
  - Meeting tomorrow night and they will discuss extending the sale date and let us know
  - Quite successful so far
  - Good comments from PES staff

- e. March P/T Bake Sale – Elizabeth Dahl for Kim Gauthier/Mandy Toporowski (absent)
  - Mandy and Kim are good to go
  - Will start advertising the week after winter break
  - Have bakers lined up and Marcy K will help out as well
  - Mandy doesn't see any concerns with budget at this point

8. Business arising from prior Minutes

- a. By-law Committee
  - Met this weekend
  - Spent a couple of hours going over operating procedures
  - Will meet again
  - Looking into some government questions
  - Goal is to have it ready for the new school year
- b. Student VS Staff Hockey Game
  - Budget is done - \$200
  - Renee reaching out to donut mill (244 approx.) and email group after
  - Natasha to get basket together
  - Last year they gave us 8x65 pallets of Tim Bits
  - Can ask for 10
  - 10 students are gluten free but school will help with that
  - Lisa will look at nut allergies and make a plan for those students as well
  - Elizabeth will take care of purchasing the drinks from Costco
  - Letter needs to go out asking for volunteers to help with kids and to promote Parent Council
  - Natasha to draft letter and get it out by Friday

9. New Business

- a. Casino
  - We got our casino dates of August 1-2 2025. Friday and Saturday of the long weekend
  - Brandi has offered to be the casino rep.
  - Laurin will help with a spreadsheet to help gather volunteers
  - Get info out to families of kids coming into grade 4 as well
- b. End of School Field Trip
  - We usually help with the lunch
  - No concrete plans yet from the PES staff
  - Lisa will let us know once she has more details

10. Next Meeting Date- March 11, 2025 following the Penhold Elementary School Council Meeting

11. Adjournment

**Meeting adjourned at 8:32 pm**  
**Motioned by: Renee Mairs**  
**Second by: Delacey von Busse**  
**CARRIED**