

Penhold School
Parent Advisory Council
Tuesday September 10, 2024
Minutes

- Meeting Called to Order at 7:29 pm by President, Natasha Caissie

Members Present:

- Natasha Caissie, President
- Elizabeth Dahl, Treasurer
- Renee Mairs, Secretary
- Giselle Meyer, Vice-Principal
- Ken Denson, Town Councillor
- Sherry Cooper, School Trustee
- Jamie Seiyama, FCSS Community Worker
- Nora Holben, Director
- Lori Wolfe, Director
- Jenna Murphy, Parent
- Laurin Levick, Parent
- Brandi Filipchuk, Parent
- Laura Gillam, Parent
- Alisha Toepfer, Parent
- Courtney Nygren, Parent
- Janice Draper, Parent
- Mandy Toporowski, Parent
- Jennifer Charles, Parent
- Karen Kormos, Director

- Welcome 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.

- Approval of Agenda for September 10, 2024 meeting

Motion to approve the Agenda.

Moved by: Lori Wolfe

Second by: Nora Holben

CARRIED

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

- *May 14, 2024*

Motion to approve the Minutes.

Moved by: Nora Holben

Second by: Lori Wolfe
CARRIED

- Financial Report: Treasurer – Elizabeth Dahl
 - Approval of the Treasurer's Report May 14 2024
 - Alisha going through the financials - no questions

Motion to approve the Treasurer's Report
Moved by: Lori Wolfe
Second: Nora Holben
CARRIED

- Approval of the Year End Financial Report*

Motion to approve the Year-End Treasurer's Report
Moved by: Lori Wolfe
Second: Nora Holben

CARRIED

- Updated Fundraising Tracking
 - Still hoping to hit the \$500k mark
 - Just under \$81k as of August 31 2024
 - \$250k from government
 - \$45k approved by the town
 - Just under \$376 secured funds
 - Just over \$25k we can use from casino funds
 - Just over \$400k raised as of August 31 2024
 - Still short about \$150k for the desired playground design
- Keeping a percentage of our fundraisers for operations
 - Last year we did 10% operational costs, 90% playground
 - This means we don't have much in the general account
 - We have up-coming insurance costs coming up as well
 - Do we have a wish list?
 - May get a budget done for the next meeting

Motion to allocate and keep 15% of the net proceeds from our fundraisers to cover operational costs and school-supporting activities for the 2024-2025 school year with the remaining 85% of the net proceeds being allocated to playground fundraising.

Moved by: Renee Mairs
Second: Jenna Murphy
CARRIED

- Executive Report:
 - Correspondence - Renee Mairs
 - July 15th, we got sent the Alberta Society Annual Return information over email which Elizabeth will action

- July 13th, we received our insurance certificate from Alberta School Council's Association over email
- May 30th, we received a letter from Penhold Town outlining conditions attached to the donation funds provided for the playground.
- May 27th, a letter was sent out to the Optimist Club per their request with a generous donation of \$10,000 received a few days later.
- May 21st, a letter went out to Red Deer County Council to request a donation. We are still waiting for our funding request to go before Red Deer County Council.

- CSAB Meeting - Elizabeth Dahl
 - Town group to review what's happening in the town
 - Next meeting September 19th and October 17th
 - Elizabeth happy to continue to attend those on behalf of the Council

- Facebook page - Karen Kormos
 - Canva is working really well for the posts
 - The review process is working really well too

- Fundraising Report – Fundraising Coordinator Natasha Caissie
 - Grant Update - Elizabeth Dahl
 - Various grants were denied
 - CFEB was denied due to government already giving us \$250k
 - Have a few grants on the wish list
 - Want to apply for the Alberta Blue Cross grant. Due September 17th for \$50k
 - Dissatisfaction with Klay Dyer who was hired as a grant writer
 - Do we motion to stop using his services?
 - Yes - Elizabeth to connect with Klay
 - Miranda Grol of Prairie Grant Writers is coming highly recommended with two very positive references. One more is on request. She gave a quote of \$600 for the Blue Cross grant and she can commit to get that done on time for September 17th.
 - She gets paid regardless if we get the grant or not. Fees depend on the grant and complexity
 - Sherry makes the point that we could pay her out of the playground fund money
 - General consensus to go with Miranda and try her - 11 for. 2 against
 - Could try Red Deer Polytechnic, but that would be student-led

Motion to release Klay Dyer from further services

Moved by: Lori Wolfe

Second by: Jenna Murphy

CARRIED

Motion to hire Miranda Grol of Prairie Grant Writers to write future grants on behalf of Parent Council on a grant-by-grant basis.

Moved by: Renee Mairs

Second by: Brandi Filipchuk

CARRIED

Motion to hire Miranda Grol to write Alberta Blue Cross grant for \$600 that is due on September 17, 2024 and pay her from the playground funds \$300 deposit now and \$300 upon completion of the grant submission

Moved by: Jenna Murphy

Second by: Alisha Toepfer

CARRIED

- Letter Writing Campaign - Mandy Toporowski
 - It's going well
 - Mandy to reconnect with some companies
 - Some have offered auction items (eg: Trail Appliances)
 - Application for funding with Nutrien
 - Leons is showing potential - perhaps an auction item
 - Potential silent auction fundraiser? Before Christmas?
 - Perhaps approach the flour mill that is being built in Springbrook
 - Elizabeth and Renee to help Mandy out moving forward
 - Scenic flight to be offered by Sky Wings? - Mandy to connect with them
- Charity Check Stop May 25th - Renee Mairs
 - Special thanks to all who helped
 - We raised \$2,361.88 (\$2,151.88 + donations of \$210 that requested receipts)
 - Special thanks to the Town for allowing us to do the checkstop two years in a row to support the playground fundraising
- "End of Era" Shirt/hoodie design - Natasha Caissie
 - Requested requirements - End of an Era, 1961-2025, PES, Panthers Pawprint
 - Natasha has 20 left in stock
 - Hoping to get order forms out to the school to go out to parents
 - September/October date
 - Perhaps an online form? - Giselle to help with that
- BBQ & BINGO & Babysitting – Natasha Caissie

Ratify email motion sent June 5, 2024 by Natasha Caissie to cancel the Bingo/BBQ/Babysitting Event scheduled for June 22 and to reimburse via e-transfer, cheque or cash, from the general account, all individuals who have prepaid for the event.

- Business arising from prior Minutes
 - End of School Field Trip Lunch

Ratify email motion sent June 19, 2024 by Renee Mairs to increase the pre-approved amount of up to \$1500 to be paid from the general account for the school Subway lunch, which was approved in March 2024, to be increased up to \$1600 in order to pay the updated quote received from Subway of \$1572.40.

 - Teacher Gifts

Ratify email motion sent June 7, 2024 by Natasha Caissie to spend up to \$350, from the

general account, to be used to purchase a lunch for the school staff from Ma & Pa's which includes sandwiches, soup and dessert, as well as drinks to be delivered June 27.

- Fall Festival

Ratify email motion sent August 14, 2024 by Natasha Caissie to sell the 50/50 tickets (at Fall Festival Friday September 6) for 1 for \$5, 3 for \$10 and 10 for \$20 with cash and square payments accepted. A cheque to be written to the winner (they do not have to be present to win) and the proceeds to be deposited and/or transferred into the Casino Account.

- Red Deer County Council Meeting
 - Hoping to hear back for the October meeting
- 50/50 at Oilers/Flames/Rebels application
 - Natasha could not find any useful information on us getting on the list
 - Do we leave this on the table and try again next year?
 - Lori to look into it and report back
 - Brandi to ask husband who has connections
- Open House Bottle drive
 - We motioned the bottle drive to have at the open house
 - Organizer backed out

Motion to rescind the motion to hold the bottle drive at the open house

Moved by: Courtney Nygren

Second by: Lori Wolfe

CARRIED

- New Business
 - Back to School Open House BBQ
 - the wasps were really bad
 - Next time maybe have the table inside the school instead of outside
 - Penhold Discovery Night
 - All three parent councils came out
 - A lot of people stopping and asking about the playground
 - October School Newsletter additions & deadline to submit to the school
 - Let us know if there are any suggestions
 - 3rd week of the month
 - Lori & Chris Wolfe
 - Rented the museum as a fundraiser with funds going directly to the mini golf and playground
 - \$5/person
 - \$20 per family
 - October 19th

- Dawe run:
 - In previous years parent council has contributed financially to the run.
 - PES requests assistance again this year to pay the registration fee of \$100

Motion to give \$100 to PES for the Dawe Run from the casino account

Moved by: Jenna Murphy

Second by: Renee Mairs

CARRIED

- Elections
 - Dissolution of current 2023-2024 Parent Advisory Council Executive

Motion to dissolve the current Parent Advisory Council Executive

Moved by: Lori Wolfe

Second by: Jenna Murphy

CARRIED

- Election of new Parent Council Executive:

President:

Natasha Caissie put 1st call in for Nomination for President:

- Natasha Caissie
- 2nd call for nominations
- none
- 3rd Call for nominations
- none

Motion for Nominations to cease

Moved by: Jenna Murphy

CARRIED

Natasha Caissie is President by acclamation. Congratulations Natasha!

Vice-President:

Natasha Caissie put 1st call in for Nomination for Vice-President:

- none
- 2nd call for nominations:
- none
- 3rd Call for nominations
- none

This office will remain open until the next meeting on October 8 2024

Secretary:

Natasha Caissie put 1st call in for Nomination for Secretary:

- Renee Mairs
- 2nd call for nominations

- none
- 3rd Call for nominations
- none

Motion for Nominations to cease

Moved by: Lori Wolfe

CARRIED

Renee Mairs Secretary by acclamation. Congratulations Renee!

Treasurer:

Natasha Caissie put 1st call in for Nomination for Treasurer:

- Elizabeth Dahl
- 2nd call for nominations
- none
- 3rd Call for nominations
- none

Motion for Nominations to cease

Moved by: Alisha Toepfer

CARRIED

Elizabeth Dahl Treasurer by acclamation. Congratulations Elizabeth!

Fundraising Coordinator:

Natasha Caissie put 1st call in for Nomination for Fundraising Coordinator:

- Karen Kormos
- 2nd call for nominations:
- none
- 3rd Call for nominations
- none

Motion for Nominations to cease

Moved by: Lori Wolfe

CARRIED

Karen Kormos Fundraiser Coordinator by acclamation. Congratulations Karen!

Directors:

Natasha Caissie put call in for Nomination for Directors at large:

- Jenna Murphy
- Brandi Filipchuk
- Laura Gillam
- Laurin Levick

Congratulations to Jenna, Brandi, Laurin, and Laura.

- Appoint 2 non-signing members to audit the 2024-2025 Fiscal year reports.

Motion to appoint Alisha and Jenna to audit the 2023-2024 fiscal year reports.

Moved by: Renee Mairs

Second by: Brandi Filipchuk

CARRIED

- Appoint a Social Media Manager (by election or Motion)

Motion to appoint Karen Kormos and Brandi Filipchuk to manage all social media accounts for the 2024-2025 school year

Moved by: Lori Wolfe

Second by: Natasha Caissie

CARRIED

Motion to keep online banking to Natasha Caissie and Elizabeth Dahl 2024-2025

Moved by: Renee Mairs

Second by: Lori Wolfe

CARRIED

- **Signing authority change - postponed to next meeting**

Election of new School Council Executive:

Chair:

Natasha Caissie put 1st call in for Nomination for Chair:

- Renee Mairs
- 2nd call for nominations:
- none
- 3rd Call for nominations
- none

Motion for Nominations to cease

Moved by: Karen Kormos

CARRIED

Renee Mairs is Chair by acclamation. Congratulations Renee!

Vice-Chair:

Natasha Caissie put 1st call in for Nomination for Vice-Chair:

- Natasha Caissie
- 2nd call for nominations:
- none
- 3rd Call for nominations
- none

Motion for Nominations to cease

Moved by: Lori Wolfe

CARRIED

Natasha Caissie Vice-Chair by acclamation. Congratulations Natasha!

Secretary:

Natasha Caissie put 1st call in for Nomination for Secretary:

- none
- 2nd call for nominations
- none
- 3rd Call for nominations
- none

This office will be left open until October 8 meeting

End of Elections

An idea to consider is to switch up the order of the meetings so the parents not involved in School Council can leave early

Motion to adjourne

Moved by: Lori Wolfe

Secondy by: Nora Holben

CARRIED

- Next Meeting Date and Adjournment
 - Next Meeting will be, *October 8* at 7:00pm.
 - Meeting Adjourned at *9:08pm*.

Approved on the _____ day of _____, 2024.

_____ *President*

_____ *Secretary*