

**Penhold Elementary School
Parent Advisory Council
AGENDA**

Tuesday November 12, 2024 immediately following the School Council Meeting

*Indicates written report/attachment provided

1. Meeting Called to Order
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)
4. Approval of the Minutes*, as presented (OR as amended)
 - a. October 8, 2024
5. Financial Report: Treasurer – *Elizabeth Dahl*
 - a. Approval of the Treasurer's Report*
 - b. Updated Fundraising Tracking*
6. Executive Report:
 - a. Correspondence - *Renee Mairs*
 - b. CSAB Meeting – *Elizabeth Dahl*
 - c. Facebook Page - *Karen Kormos*
7. Fundraising Report
 - a. Grant Update – Elizabeth Dahl
Ratify the motion sent by Natasha Caissie on October 10, 2024 to hire Miranda Grol at Prairie Grant Writers to write the following corporate funding applications: Cenovus, CNRL, EQUUS, Nutrien, Red Deer Kinsmen, Rocky Mountain Equipment and Viterra. Her cost of \$2000 will come out of the Playground Funds portion of the general account with a 50% deposit required to start, and the remainder due upon completion of the application package.
 - b. Letter writing campaign – Mandy Toporowski
 - c. "End of an Era" Clothing – Natasha Caissie
Ratify the motion sent by Natasha Caissie on October 18, 2024 to purchase 10 t-shirts and 4 hoodies in various sizes at a cost of no more than \$350 with funds to come out of the general account.
 - d. "Fright Night" @ Museum – Lori Wolfe
 - e. Old Dutch Halloween Fundraiser – Mandy Toporowski
 - f. SCA Family Halloween Event 50/50 – Mandy Toporowski
 - g. November P/T Interview Bake Sale – Karen Kormos
 - h. Raffle/Auction Items – Mandy Toporowski
 - i. Ma & Pa's Cookie Fundraiser – Natasha Caissie

Ratify the motion sent by Natasha Caissie on October 18, 2024 to move forward with the Ma & Pa Cookie Dough Fundraiser to run November 22 to 28 with delivery to occur December 16. Cash or e-transfer payments will be accepted and deposited into the general account. A cheque will be written from the general account to Ma & Pa's Bakery Cafe for the total cost of items ordered.

j. Cookie Walk – Karen Kormos

8. Business arising from prior Minutes

- a. Council Picture for Facebook
- b. Insurance
- c. Election of New Executive Member: Vice-President, and any Directors at Large (*elect or acclaim*)
- d. 2024-2025 Fundraisers*

9. New Business

- a. Playground Design

10. Next Meeting Date- January 14, 2025 following the Penhold Elementary School Council Meeting

11. Adjournment

Penhold School
Parent Advisory Council
Tuesday October 8, 2024
Minutes

1. Meeting Called to Order at 7:01 pm by President, Natasha Caissie

Members Present:

- Natasha Caissie, President
- Elizabeth Dahl, Treasurer
- Renee Mairs, Secretary
- Karen Kormos, Fundraising Coordinator
- Giselle Meyer, Acting Principal
- Ken Denson, Town Councillor
- Sherry Cooper, School Trustee
- Jamie Seiyama, FCSS Community Worker
- Brandi Filipchuk, Director
- Kimberly Gauthier, Parent
- Courtney Nygren, Parent
- Janice Draper, Parent
- Mandy Toporowski, Parent
- Margo Gruenwald, Parent

2. 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.

3. Approval of Agenda for October 8, 2024 meeting

Motion to approve the Agenda.

Moved by: Courtney

Second by: Margo

CARRIED

4. Approval of the Minutes*, as presented (OR as amended)
- a. September 10, 2024

Motion to amend the minutes of October

Motion moved by: Elizabeth

Second by: Courtney

CARRIED

Motion to approve the Minutes.

Moved by: Courtney
Second by: Margo
CARRIED

5. Financial Report: Treasurer – Elizabeth Dahl
- a. Approval of the Treasurer's Report September 10 2024

Motion to approve the Treasurer's Report
Moved by: Courtney
Second by: Margo
CARRIED

- b. Updated Fundraising Tracking
 - Shortfall of \$139k as of September 30th
- c. Yearly Budget
 - Best estimates: \$48k net income for the year
 - Facing a loss of \$2k
 - Just under \$450k for the playground at the end of August
 - Just under \$7500 including casino and other amounts
 - We need to be very careful with our spending in our general account. That amount is dwindling even with the new 15% take off from fundraising events
6. Executive Report:
 - a. Correspondence - Renee Mairs
 - September 12 2024 email from Rick Bennendyk stating the Town's commitment to the \$45k donation for the school playground
 - b. CSAB Meeting - Elizabeth Dahl
 - Attended on September 19th
 - Many groups in attendance
 - Museum received a donation for \$5k for the mini golf
 - Jesse Duncan Parent Council looking for new members
 - Boys and Girls club running pd days for grades 1-4
 - October 19th is the next meeting. Karen will attend
 - c. Facebook page - Karen Kormos
 - make post with voting poll to post on fb? Get some community input. For future posts.
 - How far can Karen put heads-up posts on fb? Timing?
 - Monthly list post to post as a heads up? - yes good idea
 - Can we use a picture of the new playground as a cover pic for fb post? Giselle doesn't see why not - current wish list picture
7. Fundraising Report – Fundraising Coordinator - Karen Kormos
 - a. Grant Update - Elizabeth Dahl
 - Letter sent via email to Klay Dyer to end services on September 11th
 - Miranda Grohl hired to help with the Blue Cross grant for \$600

- Grant submitted on September 17th -December is the notification period
 - UFA Rural Community Foundation-successful applications will be notified October 2024, we are still waiting to hear anything
 - Elizabeth asked Miranda for another quote to help write Corporate Funding applications
 - Total that she gave for all seven available is \$2k. No specific amount attached to these funding options with no timeline for submission.
 - Perhaps ask Lori Wolfe to help write? Or do we hire Miranda at the quote?
 - Tabled for now
- b. Letter Writing Campaign - Mandy Toporowski
- Going very well
 - Rezone Well Services may commit some money
 - Boston Pizza potential
 - IDA donation of \$500
 - Nutrien, Rocky Mountain Equipment and Equus potential
- c. "End of Era" Shirt/hoodie design - Natasha Caissie
- Question about whether we can do hoodies or not?
 - How much would we charge?
 - Quoted \$32 for the hoodie - all sizes
 - \$45 for youth
 - \$50 for adults
 - It can go on the website - Giselle
 - Natasha put an ad in the Reporter that will come out in November

Motion to price hoodies at \$40 s-xl for youth, \$50 for adult sizes s-xxl

Motioned by: Renee

Second by: Brandi

CARRIED

- d. "Fright Night" @ Museum – Natasha Caissie
- Good for volunteers
 - Lori would love us all to come out
 - Saturday October 19th
 - At the Museum
 - Can we put this on the school website and town website? - yes
- e. Old Dutch Halloween Fundraiser - Mandy Toporowski
- Lots of fabulous feedback
 - almost \$1500 in orders
 - Waiting to hear back on delivery date
 - Pick-up is in Lacombe
 - Renee and Brandi may be able to help with distribution
- **Ratify email motion sent September 24, 2024 by Natasha Caissie to move forward with the Old Dutch Halloween Fundraiser to run September 26 to October 4 with delivery to occur late October. Prices will be \$10 per box for each of the Original Chips, Popcorn twists and**

cheese sticks and \$16 for the variety box. Cash or e-transfer payments will be accepted and deposited into the general account.

8. Business arising from prior Minutes

a. Fall Festival

- **Amend email motion sent August 14, 2024 by Natasha Caissie to say 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) or cash given and the proceeds to be deposited and/or transferred into the Casino Account.**

Motion to amend email as stated above.

Moved by: Karen

Second by: Renee

CARRIED

b. Red Deer County Council Meeting

- Thank you to everyone who made it
- Several Councillors advocated for us
- Got full amount of \$45k given - whoooooo

c. 50/50 at Oilers/Flames/Rebels application

- Closed. Not able to move forward

d. Elections

i. Vice-President:

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 November 12 2024

Motion for Nominations to cease

Moved by: Renee

Second by: Mandy

CARRIED

ii. Directors:

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

- Mandy Toporowski
- Kim Gauthier

Motion to appoint Mandy and Kim as Directors

Moved by: Karen
Second by: Renee
CARRIED

Congratulations to Mandy and Kim!

iii. Signing authority change:

Signing authority to remain as listed for 2024-2025 school year.

9. New Business
- a. Creation of an ADHOC committee to re-write the bylaws to be implemented at PWMS

Motion to create a 5-member committee to run from October 2024 until September 2025 when the new bylaws are implemented at PWMS and are approved at the AGM.

Moved by: Courtney
Second by: Margo
CARRIED

- Natasha to chair the committee, Courtney N, Renee Mairs - need two more members.
- b. Insurance Review
 - Insurance gotten as per motion earlier in May, running until November 1
 - Elizabeth has connected with them for the new policy.
 - We can deal with this next month at the next meeting on November 12 or we can do the motion now to renew to the same program and allow for the potential increase in costs
 - Could potentially go up 5% but we won't know until later

Motion to renew Alberta School Fundraising Association Insurance Program for November 1 2024 renewal date and to reimburse Elizabeth Dahl up to \$1000 from the General Bank Account.

Moved by: Renee
Second: Karen
CARRIED

- c. 2024-2025 Fundraisers*
 - See Fundraising report
 - i. Ice Melts
 - Laurin found the information - Bear Tracks Ice Melts
 - Maybe add in January with the bottle drive

October:

- ii. Springbrook 50/50 October 26th
 - Mandy's husband is sponsoring the event.
 - Mandy can commit to the 50/50 on October 26th in Springbrook.
 - At the Multiplex
 - The draw would happen that night

- Family Halloween party 5-7pm
- Games, treats, dance, BBQ, bar
- Mandy and Karen to coordinate communications
- Volunteers needed 5-7, 7-9, 4 people in total: Courtney might be able to help at the later time, Mandy will be there the whole time, Natasha will check hockey schedule, Margo tentative

Motion to sell the 50/50 at the Springbrook Community Association Family Halloween Party Multiplex on October 26th from 5-10pm, selling the 50/50 tickets for 1 for \$5, 3 for \$10 and 10 for \$20 with cash and square payments accepted. Cash or e-transfer to be given 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.

Moved by: Renee

Second by: Courtney

CARRIED

November:

iii. Bake Sale @ Fall & Spring P/T Interviews (close to 100%)

- Parent Teacher Interviews November 2024 (\$1230 profit) & March 2025 (\$1566 profit)
- Prior total profit in 2023 = \$2796
- Family and community donation of items which is the hardest part
- Donations can include Low-Risk Foods such as Bread, Buns, Cakes, Squares, Muffins, Cookies, Fruit Pies, Jelly Rolls, Doughnuts
- Donations can't include High-Risk Foods which includes Home Canned/Processed Food Items
- Small amount of costs for supplies
- Fall P/T Interviews are scheduled for Nov 5th & 6th from 330-630 PM
- Spring P/T Interviews are scheduled for Mar 19th & 20th from 330-630 PM
- Approval to use gym during P/T Interviews as staff on hand
- Would need to start advertising for baking right away for Fall P/T interviews
- Karen K would run with Mandy T and Kim G
- People to drop off the day before and the day off
- Courtney and Karen to help with lunchtime sales, November 5th

Motion to approve bake sales at both the fall (November 5th/6th 2024) and spring P/T interviews (March 19th/20th 2025) for the 2024-2025 school year, and a budget of expenses of up to \$50 per bake sale coming out of the general account

Moved by: Brandi

Second by: Mandy

CARRIED

iv. PYC Bowling Event 50/50 (50%)

- PYC is doing a Heritage Lanes Bowling Fundraiser on Nov 30th from 2-3:30 PM. Details are still being determined but it will be a family event where adults are required to be present.

- Heritage Lanes has advised that a 50/50 can be run during their event but PYC isn't eligible.
- PYC has asked us to do a 50/50 at their event as our own fundraiser.
- Heritage Lanes has confirmed that we could sell to any over 18 in the Bowling Alley.
- PYC would like help with advertising
- Ensure motion has similar detail to amended Fall Festival 50/50 motion included in current PC Agenda (Oct 8th)
- Karen K and Brandi F would run
- Margo not sure if it's worth the time because of the time slot
- Those in favor of having the 50/50 - 8 in favour

Motion to approve selling 50/50 tickets at the PYC bowling Event on November 30th where tickets are 1 for \$5, 3 for \$10 and 10 for \$20 with cash and square payments accepted. Cash or e-transfer to be given 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.

Moved by: Karen

Second: Courtney

Carried

December:

v. Silent auction at the Santa Parade on December 7th in Springbrook

- Mandy will be there and will run it
- Around 7ish
- Mandy to follow-up with donation items

Motion to do the silent auction at the Santa Parade on December 7th at the Springbrook Multiplex, coordinated by Mandy Toporowski

Moved by: Renee

Second by: Margo

CARRIED

vi. Prize Raffle or Silent Auction @ Christmas Concerts Evening (unknown profit)

- Run in conjunction with Cookie Walk/VIP seating @ Christmas Concerts
- Ask for donations; some businesses have already expressed interest in donating items
- Mandy T has advised her husband has flames tickets to provide
- High interest expressed in doing a Raffle at the Christmas Concerts; extra items could be raffled or auctioned at other potential events (End of Year Event, Online Rafflebox, Bake & Other Sales)
- Consider raffles/silent auction for prizes (potentially baskets). Possibly one aimed at kids and one aimed at adults.
- Question of format: prize raffle or silent auction?
- Brandi F mentioned via email that she could assist in getting auction items. (Ensure to coordinate with Mandy T & Renee M)
- Karen K would run with Mandy T and Kim G

Motion to approve the prize raffle or silent auction (or both) at Christmas Concert 2024 to run in conjunction with the Cookie/Walk and VIP seating.

Moved by:

Second:

CARRIED

vii. Cookie Walk & VIP Seating @ Christmas Concerts Evening (close to 100%)

- Christmas Concert December 2023- \$1069 profit (included VIP seating from School)
- Family and community donation of items which is the hardest part
- Small amount of costs for supplies
- Run in conjunction with Prize Raffle or Silent Auction @ Christmas Concerts
- Shouldn't be an issue to do in the hall outside Christmas Concerts as staff on hand
- Courtney and Mandy have silent option items that could be presented?
- Perhaps have a few raffle baskets, one for kids, one for adults, one for family
- Make sure to advertise
- Confirmed approval for us doing VIP seating- Sell in advance and or auction at concert??
- Karen K would run with Mandy T and Kim G

Motion to move ahead with Cookie Walk, Raffle prizes & VIP Seating at the 2024 Christmas Concerts Evening on December 12, with a budget of up to \$75 to come out of the general account, with Cookie Walk pricing being \$10 per container, or \$1 per cookie/item.

Moved by: Kim

Second by: Mandy

CARRIED

viii. Bad Carolers @ Christmas time – (as per February 2024 Minutes) - Janice Draper

- Bad Carolers going door to door
- Set price amounts to keep carolers from coming to your house, to leave your house, and or go to someone else's house
- Consider multiple nights and locations (Penhold & Springbrook)
- Discussed having kids audition, having route maps, and lots of advertising
- Motion to approve Bad Carolers in early December 2024 with details and dates to be determined in October 2024 meeting.
- Do we have details on the number of kids and volunteers needed?
- Would need to decide on pricing and specific dates?
- Janice D would run
- Would need to get orders before and routes could be sorted by that
- two nights?
- order by form? with e-transfer?
- Tabled until the next meeting when more details - Janice to connect with Courtney and Margo and will present next meeting

Motion to create an adhoc Bad Carolers committee comprising of Janice, Courtney and Margo to organize details to be presented at the November 12th meeting.

Moved by: Renee

Second by: Karen

CARRIED

ix. Craft Night – Grinch Trees (28%)

- Grinch Trees workshop by local company Petal and Blum Creative
- Trees and decorations provided along with instructions
- Small in 4” pot sold for \$35 (make \$10/tree)
- Large in 6” pot (approx. 2’ high) sold for suggested \$55-\$65 (make 10-\$20/tree)
- Suggest supplying (donated) snacks/drinks. Possibly cookies and hot chocolate
- Open up to the community
- Gym might be available if school administration is available and willing during the date/time chosen.
- Courtney N would run
- Perhaps do a pre-sale
- Great for families and kids
- Do voting poll on fb for two weeks and see if there is interest
- Motion over email to ratify once we know how much interest there is

x. Meela’s Mixes (30%) –www.meelas.org

- South of Calgary (Aldersyde) company Meela’s Mixes (Pamela Campbell)
- Dry mixes for muffins, cookies, soups, and others (gluten-free options)
- Orders can be done online and or paper orders can be gotten
- Normally run 2-3 weeks with free delivery within 2 weeks
- Provide Electronic Advertising for us to share
- Full Breakdown provided and all orders are pre-sorted (per order, color-coded per individual or teacher)
- Similar to Mixing Spoon but with cute jar packaging and more direct ordering
- Mandy advised that quick pick up/delivery shouldn’t be an issue after talking with owner.
- What would be the specific dates to run and delivery be?
- Mandy T would run
- Margo suggests to push this one until spring - perhaps for Mother's Day/Easter

xi. Ma & Pa’s Cookie Dough (33.33%)

- Frozen Cookie Dough – Box of 30 frozen cookie balls for \$15
- Chocolate Chip, Chocolate M&M, Oatmeal Chocolate, Oatmeal Raisin, White Cranberry, Cookies N Cream, and Ginger Snaps
- \$5/box profit
- Local business that has donated to us
- Sign up, advise of time frame, collect orders and funds and provide to Ma & Pa’s, pick up and disperse, and then Ma & Pa’s gives a cheque
- Who would run and when?
- For those who don't bake, there will be section on the order form for donations to the cookie walk. Ma and Pa will then bake those cookies for us and we would just have to pick them up for the cookie walk
- We are responsible for distribution of the frozen cookies
- Motion to be sent out via email once Brandi has dates

All other fundraising ideas deferred to the next meeting on November 12 2024

- d. Council picture for FB
- **deferred to next meeting**

Motion to adjourn

Moved by: Renee

Second by: Karen

CARRIED

10. Next Meeting Date and Adjournment
- Next Meeting will be, *November 12* at 7:00pm.
 - Meeting Adjourned at *8:51pm*.

Approved on the _____ day of _____, 2024.

_____ *President*

_____ *Secretary*