

# **Pine Street Volunteer Parents Society Meeting**

## **December 11<sup>th</sup>, 2018**

---

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on December 11<sup>th</sup>, 2018 in the general meeting room of Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta. Quorum was present.

### **In Attendance:**

**Executive:** Lesley Bowman (Chair), Nasreen Banman (Vice Chair), Cara Kern (Treasurer), Lorena Ellsworth (Secretary)

**Administration:** Jeff Huculak (Principal), Shelby Hines (Assistant Principal), Kerri Remeika (Teacher Liaison), Lorna Magnan (Teacher)

**Parents:** Trina Loucraft, Joanne Crummey

1. Chair, Lesley Bowman, calls to order at 6:32pm.
2. Welcome & Treaty Six Acknowledgement – Lesley Bowman.
3. Introductions skipped.
4. Additions to agenda
  - a. None.MOTION: Cara Kern motions to accept agenda, Nasreen Banman seconds.  
IN FAVOUR: 7  
NON-VOTING: 2  
CARRIED
5. Adoption of November Minutes.  
MOTION: Cara Kern motions to accept November minutes, Nasreen Banman seconds.  
IN FAVOUR: 7  
NON-VOTING: 2  
CARRIED
6. Treasurer Report – Cara Kern
  - a. Three Free Yearbooks earned from last year were sold – \$105 deposited.
  - b. Expenses included
  - c. Family Dance (\$407.90 – DJ Balance, Supplies)
  - d. Sports Equipment (\$2142.63)
  - e. Cash Deposit Fee (\$0.26 – for yearbook deposit)
  - f. Banking Fees \$5
  - g. Still have the following in reserve, need someone to champion spending them

- h. Performances \$500
  - i. Questions/comments
    - i. Bussing for swimming lessons:
      - 1. County can't handle all the kids in one session. School will cover bussing costs this year, is this something we want to fundraise for next year?
      - 2. Will review for next year. Can we put pressure on County to allow us to have all kids in spring session?
      - 3. Can we charge every child a pro-rated amount to cover the costs for the half of the children that get bussed? No, it's simply cost-recovery, Finance will not let us charge
    - ii. Bussing for Christmas concerts:
      - 1. School will cover cost of this year's bussing, \$700.
      - 2. Raffle profit \$574.
        - a. Confusion regarding "what people were paying for".
- MOTION: Nasreen Banman motions to cover cost of bussing to Park Church for dress rehearsal, not to exceed \$700, Joanne Crummey seconds.
- IN FAVOUR: 7
- NON-VOTING: 2
- CARRIED
- iii. Have \$2000 in reserves right now for emergency bussing, Cara will write a cheque to the school.

7. Hot Lunch – Lesley Bowman on behalf of Shanna Ramage

- a. November hot lunch – Press'd
  - i. Went well. Food was delivered timely and was well received.
  - ii. Labels helped.
  - iii. 50% turnout
  - iv. \$248.45 profit
  - v. Issues with kindergarten students ordering on non-attendance days. Hot Lunch to touch base with said families.
- b. December hot lunch – Nitza's Pasta
  - i. 167 orders, profit of \$312.
  - ii. Nitza's writes grade and teacher on each order, but not student name. Healthy Hunger emails vendor the layout. We expect the vendors to have student's name on the meal. We need to phone future vendors to ensure this is captured, either with pre-generated labels or otherwise.
  - iii. How was the pasta received? Not well, students, teachers and parents did not like it. Can we look at another pasta vendor? Boston Pizza?
  - iv. Nitza's also has chicken fingers.
- c. Four students registered in the Angel Program.
- d. Shanna provided a manual. Still looking for next year's coordinator.
- e. Questions/comments
  - i. When will we receive cheques from Healthy Hunger? The first cheque was made out to the school, not Society.

8. Fundraising & Community Building
  - a. Movie Night – Cara on behalf of Jamie Anderson
    - i. \$618 profit (less cash deposit fee), 95 tickets sold.
    - ii. No expenses (Nasreen donated 30 boxes oranges, Lesley donated the popcorn, prizes from shoe drive and Vertex hockey tickets, Jamie donated the wristbands). 12 boxes of extra oranges donated to women’s shelter.
    - iii. After initial issues with pre-release movie, movie went very well.
  - b. Helping Hands – Lorena Ellsworth
    - i. Completed all preparations for Div I Christmas concert.
    - ii. A couple larger projects in the queue for the new year.
    - iii. Will focus on finishing the space for the new books in the new year.
  - c. Milk Program – Nasreen Banman
    - i. Contact at Alberta Milk for guidance
      1. Saputo
        - a. currently have 200mL shelf-stable product (pasteurized specially (UHT) \$0.81, \$0.12 recycling, \$0.98 total including GST)
        - b. \$0.70 \$0.12 recycling, \$0.86 total including GST)
        - c. Minimum \$100 or they charge a \$13 delivery fee.
      2. Parmalat
        - a. Will contact.
      3. Gordon Food Service
        - a. Will likely mark it up, not a good option.
      4. Not a viable option at \$1 per milk, can we charge \$1.25? \$1.50?
      5. If this is something we really want, can we get funding for a commercial grade fridge? We could use regular milk and would need a lot of volunteers and would have to carry stock.
      6. Need to continue research, do not discount project yet.
    - ii. Questions/comments
      1. Wes Hosford has a milk program, regular milk, not UHT. They use a punch card, can we talk to them on process? \$0.75 per carton.
      2. Brentwood also has a milk program, \$15 for 18 tickets.
      3. Can we set up a Facebook poll? Will continue to research to determine parameters of poll.
  - d. Bottle Drive – Lesley on behalf of Darrell Bradley
    - i. January 5, 11am – 2pm, trailer parked at bike rack.
    - ii. Draw for gift certificate MasterMind toys.
    - iii. Lesley to set up information sheet.
    - iv. Will post to website and send out SynerVoice as well.
    - v. Signage is a great idea, Trina’s children made signs last year.
  - e. Pink Shirt Day – Lesley on behalf of Darrell Bradley
    - i. Production takes 2 weeks, deliver 1 week prior to Pink Shirt Day.
    - ii. Select winner mid-January
    - iii. Cash or e-transfer for shirts

9. Chair, Lesley Bowman, declared the meeting adjourned at 7:37pm.

**The next regular meeting will take place on Tuesday, January 15, 2019 at 6:30pm.**

These minutes are respectfully submitted by:

---

Lorena Ellsworth  
Secretary

Adopted by Society in the meeting of: January 15, 2019.

---

Lesley Bowman  
Chair

APPENDIX A – Treasurer Report

Pine Street Volunteer Parent Society Treasurer Report					November
Date:		03-Dec-18		Opening Balance \$ 14,932.20	
<b>Income</b>		Income	Expenses	Subtotal	Balance
30-Nov	Yearbook	\$ 105.00			
Income Subtotal				\$ 105.00	\$ 15,037.20
<b>Expenses</b>					
21-Nov	Family Dance		\$ 407.90		
16-Nov	Sports Equipment		\$ 2,142.63		
30-Nov	Banking Fees		\$ 5.26		
Expenses Subtotal				\$ 2,555.79	Closing Balance \$ 12,481.41
<b>Funds in Reserve:</b>					
Emergency Bussing				\$ 2,000.00	
Performances				\$ 500.00	
Angel Program				\$ 1,600.00	
Teacher's Wish Lists				\$ -	
Sports Equipment				\$ -	
Oops I Forgot My Lunch				\$ 115.54	
Insurance				\$ 124.27	
Welcome Back BBQ				\$ 346.22	
				\$ 4,686.03	
Available Funds					\$ 7,795.38