

Pine Street Volunteer Parents Society Meeting

February 12th, 2019

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on February 12th, 2019 in the library 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: Shelby Hines (Principal), Kerri Remeika (Assistant Principal), Lorna Magnan (Teacher Liaison)

Parents: Trina Loucraft, Joanne Crummey*

*Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 6:34pm.
2. Welcome & Treaty Six Acknowledgement – Lesley Bowman.
3. Introductions.
4. Additions to agenda
 - a. Campbell-Cribb speech competition donation.
MOTION: Cara Kern motions to accept amended agenda, Trina Loucraft seconds.
IN FAVOUR: 6
NON-VOTING: 3
CARRIED
5. Adoption of January Minutes.
MOTION: Joanne Crummey motions to accept January minutes, Trina Loucraft seconds.
IN FAVOUR: 6
NON-VOTING: 3
CARRIED
6. Treasurer Report – Cara Kern
 - a. Income Included
 - i. Bottle Drive - \$1261.20
 - ii. Hot Lunch (December) - \$312.00
 - b. Expenses Included
 - i. Bussing (Emergency Top Up and Christmas Concert Rehearsal) - \$2686.70

- ii. Hot Lunch \$30.43
 - iii. Banking and Cash Deposit Fees (\$5.05)
 - c. Still have the following in reserve, need someone to champion spending them
 - i. Performances \$500
 - d. Questions/comments
 - i. None.

- 7. Hot Lunch – Lesley Bowman on behalf of Shanna Ramage
 - a. January hot lunch – 169 orders (Festival Place perogies)
 - i. Delivered on time and labelled, grade 6 delivery went well
 - ii. No orders placed wrongly for kindergarten classes, no complaints from parents (possibly thanks to Facebook clarifications?)
 - iii. Made \$223.50
 - iv. Packaging was all compostable
 - b. February hot lunch
 - i. Edo February 20th – same day as Running Room games for short track, grade 6 students will still be available to help out
 - ii. 148 orders placed so far
 - c. Questions/comments
 - i. January hot lunch was possibly the smoothest delivery to date. Same grade 6 students delivered to same classes each month, students are getting comfortable with delivery.
 - ii. Will there be an opportunity for grade 5 students to shadow grade 6 students at the end of this year to keep transition smooth for next year? Will review near year end.
 - iii. There could be potential to run hot lunch twice monthly next year as long as labelling continues as it maintains an effective delivery. Will have conversation with vendors when making selections for next year.

- 8. Fundraising & Community Building
 - a. Helping Hands – Lorena Ellsworth
 - i. Enough projects coming in to maintain biweekly meetings. New schedule posted by laminator.
 - ii. Space for the new books finished.
 - iii. Regarding request to move sessions to a new day (currently on Monday afternoons): There are 3 volunteers that have consistently worked since September; they are only able to help on Mondays. To avoid losing “guaranteed” volunteers for only the possibility of gaining new help, we will continue to maintain the Monday schedule.
 - iv. Questions/comments
 - 1. None.

- b. Art Cards – Lorena Ellsworth
 - i. Schedule
 - 1. Feb 8: deadline to complete art – missing PALS classes, Kerri has chatted with PALS staff and they will submit by end of month
 - 2. Feb 11 – 22: scan
 - 3. Feb 25: order form sent home to parents
 - 4. Mar 22: deadline to order (4 weeks total order time, completed before Spring break)
 - 5. Apr 1 – 5: prep for printers
 - 6. Apr 8 – 19: printing
 - 7. Apr 22 – 26: sorting
 - 8. Apr 29 – May 3: delivery (Mother's Day is May 12)
 - ii. Questions/comments
 - 1. None.

- c. Milk Program – Nasreen Banman
 - i. Possible vendors:
 - 1. Saputo
 - a. Shelf stable
 - b. Established in their ways, not as willing to negotiate
 - 2. Parmalat
 - a. Tried to engage GFS
 - i. Minimum purchase \$800
 - ii. Rep wants to meet personally, tough to schedule
 - b. Not cooperative, would prefer not to use
 - 3. DLM Distributors
 - a. Great customer service, lots of products to offer, great price point
 - b. Quasi-shelf stable
 - c. No delivery charge, government levies
 - d. Would be the preferred vendor.
 - ii. Other schools review:
 - 1. Brentwood – run as cost recovery
 - 2. Wes Hosford – run as a fundraiser
 - iii. Do we want to run as a cost recovery program or as a fundraiser? If we are putting the effort into it, a small fundraiser can expected. Consider selling milk for \$1.00.
 - iv. Do we use shelf stable or regular milk? Regular milk runs higher profit margins but requires more volunteer work and more frequent sales. Shelf stable will alleviate a lot of pressure, likely best way to go.
 - v. Do we use cash or “advance ticket”?
 - vi. Questions / comments
 - 1. What do the packing crates look like for delivery? Will we need a new fridge or would the delivery driver be willing to unload the bottles/cartons?

2. Does the shelf stable milk taste the same as regular milk? Could we ask Student Council to “taste test”?
 3. Will DLM consider registering on Healthy Hunger?
- d. Pink Shirt Day – Lesley Bowman on behalf of Darrell Bradley
 - i. Order form sent out on Monday.
 - ii. New logo.
 - iii. Questions/comments
 1. None.
 - e. Yearbook – Cara Kern
 - i. Sold 52 books by the end of January, we received another 2 free books.
 - ii. Questions/comments
 1. None.
 - f. Criterion Renewal – Lesley Bowman
 - i. \$349 for 300 students in school.
 - ii. If we show videos in a non-educational manner, we need a license.
 - iii. Another possible license vendor: ACF-film.com. They have Disney rights, will confirm pricing. They still do pre-release, pending timing.
 - iv. Questions/comments
 1. None.
 - g. Campbell-Cribb donation basket – Lesley Bowman
 - i. Society members donated ~\$150 basket last year.
 - ii. Goes in for silent auction.
 - iii. Need by April.
 - iv. Questions/comments
 1. None.
 - h. Nitza’s Pizza fundraiser
 - i. Will we still do this? Yes, will defer to next meeting, do not want to conflict with Art Cards.
 - i. School Photographer Discussion – Cara Kern
 - i. Meeting with Jason from Infinite Eye on February 22, if anyone has any specific questions they would like asked.
 - ii. Questions/comments
 1. Sibling photos?
 2. Christmas concert, track & field day pictures?
9. Follow-up / Action Items
 - a. Hot Lunch – possibility of Grade 5 students shadowing Grade 6 students at end of this school year
 - b. Milk program – delivery crates, shelf-stable milk taste test, DLM on Healthy Hunger

- c. Movie Night – ACF pricing
- d. Nitza's Pizza

10. Chair, Lesley Bowman, declared the meeting adjourned at 7:27pm.

The next regular meeting will take place on Tuesday, March 12th, 2019 at 6:30pm.

These minutes are respectfully submitted by:

Lorena Ellsworth
Secretary

Adopted by Society in the meeting of: March 12th, 2019.

Lesley Bowman
Chair

APPENDIX A – Treasurer Report

Pine Street Volunteer Parent Society Treasurer Report				January
Date:				Opening Balance \$ 14,303.03
Income		Income	Expenses	Subtotal
09-Jan	Bottle Drive	\$ 1,261.20		
28-Jan	Hot Lunch	\$ 312.00		
Income Subtotal				\$ 1,573.20
				Balance \$ 15,876.23
Expenses				
22-Jan	Bussing (Emergency & Concert)		\$ 2,686.70	
28-Jan	Hot Lunch		\$ 30.43	
31-Jan	Banking Fees		\$ 5.05	
Expenses Subtotal				\$ 2,722.18
				Closing Balance \$ 13,154.05
Funds in Reserve:				
Emergency Bussing			\$ -	
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	
			\$ 2,686.03	
Available Funds				\$ 10,468.02