

Pine Street Volunteer Parents Society Meeting

March 12th, 2019

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on March 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)

Parents: Trina Loucraft, Darrell Bradley*

Absent with Regrets: Lorna Magnan (Teacher Liaison)

* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 6:33pm.
2. Welcome & Treaty Six Acknowledgement – Lesley Bowman.
3. Introductions.
4. Additions to agenda
MOTION: Nasreen Banman motions to accept amended agenda, Cara Kern seconds.
IN FAVOUR: 5
NON-VOTING: 2
CARRIED
5. Adoption of February Minutes.
MOTION: Cara Kern motions to accept February minutes, Trina Loucraft seconds.
IN FAVOUR: 5
NON-VOTING: 2
CARRIED
6. Change date of April meeting from Tuesday, April 9th to Tuesday, April 2nd as too many Executive will be away and quorum will not be reached.
MOTION: Trina Loucraft motions to move meeting, Cara Kern seconds.
IN FAVOUR: 5
NON-VOTING: 2
CARRIED

Change date of May meeting from Tuesday, May 7th to Thursday, May 9th as Administration will be attending long service awards on May 7th.

MOTION: Nasreen Banman motions to move meeting, Cara Kern seconds.

IN FAVOUR: 5

NON-VOTING: 2

CARRIED

7. Treasurer Report – Cara Kern
 - a. Income Included
 - i. Apparel - \$20.00
 - ii. Hot Lunch (January) - \$253.50
 - iii. Cobs Bread Fundraiser - \$79.32
 - b. Expenses Included
 - i. Banking and Cash Deposit Fees - \$5.00
 - c. Still have the following in reserve
 - i. Performances \$500
 - d. Questions/comments
 - i. None.
8. Audit Volunteer Request
 - a. Needs to be done by the end of September, should take a couple hours as treasurer management is exceptional and hot lunch is streamlined.
 - b. Lorena Ellsworth and Trina Loucraft volunteered.
9. Hot Lunch – Lesley Bowman on behalf of Shanna Ramage
 - a. February hot lunch
 - i. Edo February 20th
 - ii. Arrived on time and labelled, grade 6 delivery went well
 - iii. 162 orders placed
 - iv. \$129.50 profit
 - b. March hot lunch
 - i. Subway March 20th
 - ii. 157 orders placed so far
 - iii. Reminder was sent in email from school today.
 - c. Nasreen & Lesley have compiled Hot Lunch manual
 - i. Built from Shanna's recommendations.
 - ii. Contains information on Healthy Hunger, how to contact vendors, timeline, etc.
 - iii. Will pass on to Joanne Crummey to gauge her interest.
 - d. Questions/comments
 - i. 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? Likely not necessary as we will plan a meeting at the beginning of the year. Nasreen attempts to pair students (will confirm compatible pairings with teachers) and

keep them in the same classes throughout the year. She also tries to designate volunteers in classes with their siblings.

- ii. Book fair is set up in meeting room next week, we will plan to set up in hallway for this month.

10. Fundraising & Community Building

a. Helping Hands – Lorena Ellsworth

- i. Session this week helped set up book fair. Next session April 1.
- ii. Will complete book room catalog.
- iii. No volunteers on schedule for book fair sales during the days, will find out when staff is planning on taking their students to the fair and try to coordinate volunteers for those times.
- iv. What night do we want to schedule the Staff Appreciation Meal during Parent-Teacher Conferences? Tuesday, salad and sandwiches. Will talk to Save-On for possible donation.
- v. Table for Parent-Teacher conferences – trifold displays for School Council, Parent Society, Art Cards.
- vi. Questions/comments
 - 1. None.

b. Art Cards – Lorena Ellsworth

- i. Schedule
 - 1. All classes submitted art
 - 2. Mar 1: order form sent home to parents
 - 3. Mar 22: deadline to order (funds to school by Mar 21, no school on Mar 22)
- ii. To date
 - 1. 65 requests to see art
 - 2. 38 orders (64 sets)
 - 3. \$8.06/set printer fee, projected profit ~\$418
- iii. Last year
 - 1. 146 Students purchased 203 sets of cards.
 - a. Total of \$3045 in with costs of:
 - b. \$1718.47 for the printer
 - c. \$112.33 for PayPal
 - d. \$1214.20 profit
- i. Questions/comments
 - 1. None.

b. Apparel – Darrell Bradley

- i. New logo
- ii. Set up a table at Parent Teacher conferences: Darrell can have a rolling rack and clothing here for Tuesday afternoon.
- iii. Can do online order form this year.

- iv. Suggestions:
 - 1. Soft shell jackets
 - 2. Hoodies
 - 3. T-shirts – regular and athletic
 - 4. Shorts
 - 5. Sweatpants
 - v. Logo choice: “athletic mascot bear” (not “business bear”) with Pine Street name
 - vi. Color: charcoal grey
 - vii. Will do embroidered and screen printed versions.
 - viii. Will leave ordering open until April 5 (one week after Spring break) to deliver clothing late May.
 - ix. Questions/comments
 - 1. None.
- c. Film License Renewal – Lesley Bowman
- i. New vendor: ACF-film.com has Disney & Dreamworks rights. They still do pre-release, pending timing.
 - ii. \$375 annual fee.
 - iii. Will cancel renewal with Criterion, Lesley to email them to confirm.
 - iv. Questions/comments
 - 1. None.
- d. Movie Night – Lesley Bowman
- i. May 31st
 - ii. Jaime Anderson will still coordinate.
 - iii. Will ask Student Council to help with posters and voting.
 - iv. Questions/comments
 - 1. None.
- e. Fundraising and Plans for 2019/20
- i. Hot Lunch
 - ii. Save-On (\$377.80 to date)
 - 1. Will try to get some advertising material to display at Parent Teacher Conferences
 - iii. Cobs (\$78 to date)
 - iv. Boston Pizza
 - 1. September to December: we received less than \$40.
 - 2. January to June: need to reconfirm our participation quarterly.
 - 3. Too complicated having to track.
 - 4. Likely not worth the time and effort next year, do not want to ask school population for too many things.
 - v. Nitza’s Pizza
 - 1. Joanne Crummey still interested in coordinating.

2. Need to pick up gift certificates at beginning of program and drop off money and leftover certificates at the end of the program.
3. Made \$1300 last year.
- vi. Milk Program
 1. DLM is not interested in going on Healthy Hunger.
 2. Still need someone to lead the program.
- vii. Salisbury gift cards
- viii. Save-On gift cards
- ix. Cobs hot cross buns promotion
 1. We take orders for buns and they deliver them. We get ~\$2 per order.
 2. Maybe they could set up at Parent Teacher Conferences?
 3. Lesley waiting on more information.
- x. Summary for this year's fundraising:
 1. Current funds raised to date: ~\$6700, anticipating over \$10k by the end of June (Art Cards, Hot Lunch, Nitza's, Save-On)
 2. Will have ~\$4500 left after usual annual allocations are set out (Teacher's Wish Lists, Welcome Back BBQ, Christmas Concert Bussing, Performances, Emergency Bussing, Insurance).
 3. Goal for next year could be to finish shelves in library ~\$20,000 (complete with signage).
 4. Could possibly have school budget contributing to this project.
- xi. Move discussion for fundraising to May meeting instead of June.

11. Follow-up / Action Items
 - a. 2019/20 fundraising

12. Chair, Lesley Bowman, declared the meeting adjourned at 7:38pm.

The next regular meeting will take place on Tuesday, April 2nd, 2019 at 6:30pm. PLEASE NOTE THIS IS A WEEK EARLIER THAN PREVIOUSLY SCHEDULED.

These minutes are respectfully submitted by:

Lorena Ellsworth
Secretary

Adopted by Society in the meeting of: April 2nd, 2019.

Lesley Bowman
Chair

DRAFT

APPENDIX A – Treasurer Report

Pine Street Volunteer Parent Society Treasurer Report				February	
Date:					
				Opening Balance \$ 13,154.05	
Income		Income	Expenses	Subtotal	Balance
22-Feb	Apparel	\$ 20.00			
22-Feb	Hot Lunch	\$ 253.50			
22-Feb	Cob's Bread	\$ 79.32			
Income Subtotal				\$ 352.82	
					\$ 13,506.87
Expenses					
28-Feb	Banking Fees		\$ 5.00		
Expenses Subtotal				\$ 5.00	
					Closing Balance \$ 13,501.87
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					\$ 10,815.84