

# **Pine Street Volunteer Parents Society Meeting**

## **September 10<sup>th</sup>, 2019**

---

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on September 10<sup>th</sup>, 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), Cara Kern (Vice-Chair & Treasurer), Lorena Ellsworth (Secretary)

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

**Parents:** Janice Mills, Trina Loucraft, Leah Brown, Andrea Gerstner, Megan Hahn, Amanda Gibbons, Jamie Andersen\*, Nasreen Banman, Brittany Sharkey

\* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 8:06pm.
2. Welcome & Treaty Six Acknowledgement – skipped.
3. Introductions – skipped.

4. Amendments to agenda.

- a. Add track club items.

MOTION: Cara Kern motions to accept agenda as amended, Janice Mills seconds.

IN FAVOUR: 12

NON-VOTING: 3

CARRIED

5. Adoption of June Minutes.

MOTION: Amanda Gibbons motions to accept June minutes, Cara Kern seconds.

IN FAVOUR: 12

NON-VOTING: 3

CARRIED

6. Treasurer Report – Cara Kern

- a. We had a very successful year last year and managed to finish the Library Redesign, purchase some new Sports Equipment, supplement a performance at the school, provided funds for the Teacher's Wish Lists, Welcome Back BBQ and bussing. Summary showing the net profit for the various events and fundraisers is attached.

- i. Total Income – \$24 192.41
- ii. Total Expenses – \$34 018.51
- iii. Net Cash Flow – (-\$9826.10)
- iv. Net profit on Fundraiser last year - \$11 459.81
- v. Big net profit fundraisers
  - 1. Hot Lunch – \$2244.06
  - 2. Bottle Drives – \$1660.15
  - 3. Family Dance – \$1123.99
  - 4. Art Cards – \$957.71
  - 5. Save-On Foods Receipts – \$849.22
  - 6. Movie Nights – \$803.35
  - 7. Nitza’s Pizza – \$798.75
  - 8. Apparel – \$766.00
  - 9. Christmas Card Raffle – \$572.31
  - 10. Save-On Foods Gift Cards – \$545.88
- b. Lorena and Trina conducted the audit over the summer, which went very smoothly and took less than an hour of their time – Thank you! I think we have made the financial information very transparent and easy to follow – I hope!
- c. Over the summer, banking was, as expected, quiet.
  - i. Income Included
    - 1. Save-On-Foods Fundraiser – \$608.51 (July)
  - ii. Expenses included
    - 1. Banking Fees \$10.00 (July & August)
  - iii. Reserve funds
    - 1. Emergency Bussing – do we see a need for allocating funds this year to bussing? No, Shelby Hines says the school has enough reserve.
    - 2. Teacher’s Wish Lists – \$1750 – are we still at equivalent of 17 full time teachers or do we need to adjust this one? Including Mrs. Vetro and 3 PALS classes, we have 16 classes. \$100 to each classroom (not necessarily each teacher), \$50 to library, \$50 to each MakerSpace class.
    - 3. Performances – \$950
      - a. Opera booked today – including GST: \$997.50  
 MOTION: Cara Kern motions to cover entire opera cost including GST of \$997.50, Nasreen Banman seconds.  
 IN FAVOUR: 12  
 NON-VOTING: 3  
 CARRIED
    - 4. Musical Instruments – \$1250 (if we have a firm quote on Ukuleles, we can determine additional funds required)  
 \*\*POST MEETING NOTE: Updated quote has been received.  
 \$1527.75. Will review next month.
- d. 2018-2019 Financial Summary in Appendix A

- e. Start thinking about succession plan...Cara will continue to act as treasurer for the next two years and would like to have someone takeover her last year in the school (2021/22)
- f. Questions/comments
  - i. None.

7. Hot Lunch – Amanda Gibbons

- a. Newsletter sent home today.
- b. No budget required because Amanda will use school photocopier.
- c. Questions/comments
  - i. Families without credit cards, can they pay online? – Yes, there is an option at checkout on Healthy Hunger. Parent Society will also allow occasional e-transfers for order payments to accommodate families, but we will not necessarily advertise this service as it costs us per transaction.

8. Fundraising & Community Building

a. Helping Hands – Lorena Ellsworth

- i. Kathy Berger completed inventory for the Home Reading book room at the end of last year. A few new series were ordered and will be added to the collection.
- ii. Cataloged new Chromebooks.
- iii. Request from Mrs. Demarco for volunteers for Book Fair during October parent teacher interviews.
- iv. Request from Ms. Stevens for a volunteer for daily reading with Grade 5 students.
- v. Request for volunteers to help with photo day to prep kids,
  - 1. Amanda Gibbons
  - 2. Jamie Andersen
  - 3. Brittany Sharkey
- vi. Info table and sign-up sheet will be made available at Welcome Back BBQ, hopefully will recruit new volunteer base. Ideally would like to continue with regular bi-weekly (or more frequently if needed) meetings.
- vii. Questions/comments
  - 1. None.

b. Art Cards – Lorena Ellsworth

- i. MOTHERS DAY DELIVERY \*same schedule as last 3 years\*
  - 1. Jan 6 – Feb 7: complete art (5 weeks)
  - 2. Feb 10 – 21: scan
  - 3. Feb 24: order form sent home to parents
  - 4. Mar 20: deadline to order (4 weeks total order time, completed before Spring break)
  - 5. Mar 23 – Apr 3: prep for printers
  - 6. Apr 6 – 17: printing

- 7. Apr 20 – 24: sorting
  - 8. Apr 27 – May 1: delivery (Mother's Day is May 10)
  - ii. 2018/19
    - 1. 83 students purchased 138 sets, \$957.71 profit
  - iii. 2017/18 (double school population)
    - 1. 146 Students purchased 203 sets, \$1214.20 profit
  - iv. Questions/comments
    - 1. None.
- c. Yearbook – Trina Loucraft / Cara Kern
- i. Same price as last year.
  - ii. Working on building it now, please send photos:  
[pinestreetyearbook1@gmail.com](mailto:pinestreetyearbook1@gmail.com)
  - iii. If you order in September, will save 15% and do not need to finalize your book until right before the deadline in July.
  - iv. Questions/comments
    - 1. None.
- d. Apparel – Darrell Bradley
- i. Would be great to have samples in for Parent-Teacher interviews along with order forms.
  - ii. Questions/comments
    - 1. None.
- e. Welcome Back BBQ – Lesley Bowman
- i. Darrell arranging for dads to help serve.
  - ii. Meat purchased & BBQ'er arranged.
  - iii. Feed staff at 3:30pm.
  - iv. Would need assistance at 2:45pm that afternoon to help set up.
  - v. Prizes:
    - 1. Grand door prize: Hockey tickets for 1 loge table: 2019/20 yearbook, set of art cards, apparel voucher, water bottles
    - 2. Consolation prize: Hockey tickets for 1 loge table
    - 3. Possible games to choose from: Sunday, October 13 @ 4pm, Monday, November 11 @ 2pm
  - vi. Will have grade 6 students set up to sell old apparel.
  - vii. Questions/comments
    - 1. None.
- f. Halloween Family Dance – Jamie Anderson
- i. Friday, October 25, 6:30-8:30, doors open at 6:15
  - ii. \$5 per person, will send flyer home and parents can send back in agenda
  - iii. Prizes:
    - 1. Top family costume
    - 2. 3 top individual prizes

- iv. Water / pop / glowsticks to be sold at concession
- v. DJ booked
- vi. Need volunteers
- vii. Coat check
- viii. Budget

MOTION: Jamie Anderson motions for a budget of \$1000, Cara Kern seconds.

IN FAVOUR: 12

NON-VOTING: 3

CARRIED

- ix. Questions/comments
  - 1. None.

g. Strategy for 2019/20 – Lesley Bowman

- i. Do not want to create extra unneeded fundraising and put extra stress families who already fundraise for extracurricular activities
- ii. Will continue to do Nitza's coupons
- iii. Potential funding for 6-8 pizza parties...profits from pizza orders from movie night? Can we hit up Nitza's to comp pizza parties?
  - 1. Cross country
  - 2. Indoor track
  - 3. Recycling
  - 4. School council
  - 5. Choir
  - 6. Etc.

- iv. Questions/comments
  - 1. None.

h. Short Track – Lesley Bowman on behalf of Shanna Ramage

- i. Can we offer Pine Street shirts to buy?
- ii. Can we fundraise for cleats? School would buy, and rent to athletes. Darin Loucraft looking into costs.

9. Follow-up / Action Items

- a. Lesley to review Short Track fundraising with Shanna / Darin.

10. Chair, Lesley Bowman, declared the meeting adjourned at 8:50pm.

**The next regular meeting will take place on Tuesday, October 8<sup>th</sup>, 2019 at 6:30pm.**

These minutes are respectfully submitted by:

---

Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: October 8<sup>th</sup>, 2019.

---

Lesley Bowman  
Chair

APPENDIX A – 2018-2019 Financial Summary

2018-2019 Summary

Fundraisers	Revenue	Expenses	Net Profit		Last Year Profit	Delta
Yearbook	\$401.48	\$0.26	\$401.22		\$289.00	\$112.22
Boston Pizza	\$48.58		\$48.58		\$167.00	-\$118.42
Apparel	\$766.00	\$0.00	\$766.00		\$259.00	\$507.00
Bottle Drive	\$1,661.20	\$1.05	\$1,660.15		\$1,700.00	-\$39.85
Hot Lunch	\$2,274.49	\$30.43	\$2,244.06		\$3,405.00	-\$1,160.94
School Supplies	\$439.24		\$439.24		\$567.00	-\$127.76
Art Cards	\$2,115.00	\$1,157.29	\$957.71		\$1,204.00	-\$246.29
Family Dance	\$1,843.10	\$719.11	\$1,123.99		\$1,465.00	-\$341.01
Movie Night	\$1,424.75	\$621.40	\$803.35		\$817.00	-\$13.65
Christmas Concert Raffle	\$574.00	\$1.69	\$572.31		\$0.00	\$572.31
Nitza's Pizza Fundraiser	\$2,030.00	\$1,231.25	\$798.75		\$1,300.00	-\$501.25
Save-On-Foods Receipts	\$849.22		\$849.22		\$0.00	\$849.22
Save-On Foods Gift Cards	\$9,320.00	\$8,774.12	\$545.88		\$0.00	\$545.88
Cob's Bread	\$149.08		\$149.08		\$0.00	\$149.08
Mabel's Labels	\$100.27		\$100.27		\$221.00	-\$120.73
		\$12,536.60	\$11,459.81		\$11,394.00	\$65.81

Donations to School	Revenue	Expenses
Teacher's Wish Lists		\$2,700.00
Oops I Forgot My Lunch	\$25.00	\$77.46
Sports Equipment		\$2,142.63
Welcome Back BBQ		\$453.78
Performance		\$500.00
Library Redesign Completior	\$100.00	\$12,100.00
Bussing (Emergency & Concert)		\$2,686.70
Expenses		
Banking Fees	\$71.00	\$88.00
Insurance		\$733.34

Totals      \$24,192.41    \$34,018.51    **-\$9,826.10**