

# Pine Street Volunteer Parents Society Meeting

## October 8<sup>th</sup>, 2019

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The regular meeting of Pine Street Volunteer Parents Society was duly called and held on October 8<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:** Darrell Bradley, Amanda Gibbons\*

\* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 6:31pm.
2. Welcome & Treaty Six Acknowledgement – Lesley Bowman.
3. Introductions – skipped.
4. Additions to agenda.  
MOTION: Cara Kern motions to accept agenda, Darrell Bradley seconds.  
IN FAVOUR: 4  
NON-VOTING: 3  
CARRIED
5. Adoption of September Minutes.  
MOTION: Cara Kern motions to accept September minutes, Darrell Bradley seconds.  
IN FAVOUR: 4  
NON-VOTING: 3  
CARRIED
6. Treasurer Report – Cara Kern
  - a. September Banking Summary in Appendix A
  - b. Income Included
    - i. June Hot Lunch - \$559.26
    - ii. BPs Receipts - \$130.16
  - c. Expenses included
    - i. Teacher's Wish Lists - \$1750.00

- ii. Welcome Back BBQ – \$458.06
    - iii. Family Dance (DJ) - \$525.00
    - iv. Banking Fees \$5.00
  - d. Current Liabilities
    - i. Alberta Opera - \$997.50
  - e. Reserve funds
    - i. Musical Instruments - \$1250
      - 1. We now have a quote for \$1527.75 total for the ukeleles.  
MOTION: Cara Kern motions to cover the balance of \$277.75 to cover the balance of the ukeleles, Darrell Bradley seconds.  
IN FAVOUR: 5  
NON-VOTING: 3  
CARRIED
    - ii. Insurance
      - 1. Renewal has shifted to November, so we won't see the invoice until October or November, but we are still insured.
    - iii. Balance from Welcome Back BBQ – \$141.94  
MOTION: Cara Kern motions to return the \$141.94 to unallocated funds, Lorena Ellsworth seconds.  
IN FAVOUR: 5  
NON-VOTING: 3  
CARRIED
    - iv. Pizza Parties – Lisa and Shelby provided a list of costs from last year's pizza parties and it is close to \$1000  
MOTION: Cara Kern motions to allocate \$1000 for pizza parties, Darrell Bradley seconds.  
IN FAVOUR: 5  
NON-VOTING: 3  
CARRIED
  - f. Questions/comments
    - i. Is there a different bank we could use that would eliminate banking fees? IE: EMT acceptance. Amanda has a contact at Servus Credit Union and she will connect Cara with the bank rep. Will look at different institutions at year end.
- 7. Hot Lunch – Amanda Gibbons
  - a. September Hot Lunch
    - i. Was a learning experience. Hot lunch was delivered slightly late to classes, however no issues with food.
    - ii. Feedback was that the grade 6 students had a hard time delivering due to lack of labels...this is something Amanda has looked into for vendors that don't want to or are hesitant to label.
      - 1. Labels - A budget of \$100 was approved by executive between meetings to cover costs since vendors will not print labels and

September Hot Lunch was chaotic (cost to use Healthy Hunger went up from 8% to 11%, vendors do not want to pay for labels).

MOTION: Amanda Gibbons motions for an additional \$100 budget to cover costs of paper, ink and labels; Cara Kern seconds.

IN FAVOUR: 5

NON-VOTING: 3

CARRIED

iii. Sales: \$1073.00

Food costs: \$896.60

Angel Program costs: \$18.00

Erroneous charges: \$13.00 (Used a student as a practice order for the Angel program and had cancelled the order prior to deadline. Healthy Hunger did not remove the order and charges from the income statement, even though a payment was made from the student's account. This amount will be credited to October 8<sup>th</sup> hot lunch)

Profit: \$145.40

b. October 8 Hot Lunch

i. Was a smoother delivery thanks to the help of volunteers. Still working out some kinks in the learning curve.

ii. Would like to have grade 6 students a bit more organized, working on a system to integrate them more fluidly.

iii. Thinking about having delivery time from vendors 5-10 minutes earlier for hot lunches and 15 minutes earlier for cold food lunches.

iv. Sales: \$1628.00

Food costs: \$1190.00

Angel Program costs: \$22.00

Erroneous charges: -\$13.00 (see September Hot Lunch notes)

Profit: \$429.00

c. Angel Program

i. Have added 3 new students, now have 5 students in total

d. Youth Environmental Engagement Grant Form – 2020

i. Amanda has made connections within Strathcona County Waste Department and has been in contact with another Sherwood Park School Hot Lunch Coordinator. She has been given information towards a grant available for schools that use compostable packaging. Using this grant, the other SP school has been able to streamline hot lunches to be entirely compostable, and use leftover grant money to purchase condiment containers for each classroom.

ii. This grant works in 2 annual granting periods (Aug-Dec & Jan-Jun). We have to the potential to be granted \$500 per period to help Pine Street purchase compostable packaging or our vendors to supply lunches. This could potentially cut out all black waste from Hot Lunch.

iii. Amanda will follow up to apply for grant.

e. Questions/comments

- i. Can we set up a survey post-Hot Lunch to find out if there were issues? Yes, Lorena will set up a recurring post on Facebook on Hot Lunch days to ask parents for feedback via Hot Lunch email.
- ii. There has been a parent emailing about concerns regarding potential anaphylaxis reactions to some Hot Lunch meals. Amanda has directed them to contact the vendor directly as we cannot be responsible for a potential cross-contamination. If parent insists on Hot Lunch coordinator dealing with the risk, executive and administrators can get involved.

## 8. Fundraising & Community Building

### a. Helping Hands – Lorena Ellsworth

- i. From Welcome Back BBQ: 7 volunteers signed up to assist from home and at school, now have 10 total volunteers. Working to set up regular meeting schedule.
- ii. Request from Mrs. Demarco for volunteers for Book Fair during October parent teacher interviews – request email sent out.
- iii. Request from Ms. Stevens for a volunteer for daily reading with Grade 5 students – request email sent out.
- iv. Staff Appreciation Meal during interviews – will set up at 3:30pm on Wednesday
- v. Questions/comments
  - 1. None.

### b. Photo day – Cara Kern

- i. 4 parents helped out, went very smoothly
- ii. Will plan for 2 photographers next year to speed things up
- iii. Picture retake day, October 29: Jamie & Amanda will help out

### c. Halloween Family Dance – Lesley on behalf of Jamie Anderson

- i. Friday, October 25, 6:30-8:30, doors open at 6:15pm
- ii. Need volunteers, will send email to Society list and post to Facebook:
  - 1. 1 for coat check
  - 2. 4 for concession
  - 3. 2 for door
- iii. Sold 77 tickets to date
- iv. Light stands – Lesley and Lorena to bring
- v. Questions/comments
  - 1. Did not have a cutoff deadline on order form so will have to offer tickets at the door, unless we reach capacity. Be sure to put a cutoff deadline for movie night.

### d. Family Movie Night – Lesley on behalf of Jamie Anderson

- i. November 22, set up a November 18<sup>th</sup> cutoff, send out letters November 4.
- ii. Will do pizza orders again – Lesley will be in contact with Nitza's

- iii. Will contact student council for voting for movie choice
- iv. Questions/comments
  - 1. None.
- e. Apparel – Darrell Bradley
  - i. Same as last year plus addition of snapback hat and toque
  - ii. Will have sizing samples at Parent Teacher Conferences, Lorena to set up before conference
  - iii. Darrell to bring a double rolling rack and hangers, will drop samples off in box
  - iv. Order deadline October 24<sup>th</sup>
  - v. Order in mid-November, likely after fall break
  - vi. Questions/comments
    - 1. None.
- f. Fundraising Opportunities & Reminders – Lesley Bowman
  - i. Salisbury poinsettias and Spring gift cards fundraiser, offered by Megan Hahn – as we don't have anything to intentionally fundraise for, we are inclined to not ask families for additional fundraising efforts. Will reconsider in the spring pending budget restraints.
  - ii. Questions/comments
    - 1. None.
- 9. Other Business – Lesley Bowman
  - a. Track Cleats – Students cannot share cleats, but purchasing new shoes for each athlete is not feasible financially. This impacts a very small population and Society prefers programs that connect with a larger percentage of our school population.
- 10. Follow-up / Action Items
  - a. Lorena to set up a recurring Facebook post to ask parents for Hot Lunch feedback.
- 11. Chair, Lesley Bowman, declared the meeting adjourned at 7:28pm.

**The next regular meeting will take place on Thursday, November 7<sup>th</sup>, 2019 at 7:30pm. PLEASE NOTE THE DAY CHANGE to allow for a meeting prior to Fall Break.**

These minutes are respectfully submitted by:

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Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: November 7<sup>th</sup>, 2019.

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Lesley Bowman  
Chair

DRAFT

APPENDIX A – September Banking Summary

Pine Street Volunteer Parent Society Treasurer Report				September	
Date:		01-Oct-19			
			Opening Balance	\$ 7,653.91	
<b>Income</b>		Income	Expenses	Subtotal	Balance
09-Sep	Hot Lunch	\$559.26			
09-Sep	BPs Receipts	\$130.16			
			Income Subtotal	\$ 689.42	
					\$ 8,343.33
<b>Expenses</b>					
20-Sep	Teacher's Wish Lists		\$1,750.00		
20-Sep	Welcome Back BBQ		\$458.06		
24-Sep	Family Dance (DJ)		\$525.00		
30-Sep	Banking Fees		\$5.00		
			Expenses Subtotal	\$2,738.06	
					Closing Balance \$ 5,605.27
<b>Funds in Reserve:</b>					
Emergency Bussing			\$	-	
Performances			\$	-	
Musical Instruments			\$	1,250.00	
Oops I Forgot My Lunch			\$	140.54	
Teacher's Wish Lists			\$	-	
Insurance			\$	500.00	
Welcome Back BBQ			\$	141.94	
					\$ 2,032.48
<b>Current Liabilites</b>					
Alberta Opera				\$997.50	
			Available Funds		\$2,575.29