

# Pine Street Volunteer Parents Society Meeting

## May 12<sup>th</sup>, 2020

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The regular meeting of Pine Street Volunteer Parents Society was duly called and held on May 12<sup>th</sup>, 2020 virtually via Google Meets. 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:** Jordana Moorhouse, Nasreen Banman, Victoria Doucette, Stefanie Tindoy, Matt Bradley, Trina Loucraft, Marie Beliveau, Dawn Van de Ligt, Erin Jong, Jamie Wells, Razel Lumenario, Christine Robinson, Jackie Neave, Tracie MacDonald, Tracey Nielsen, Ma Elena Villalobos\*, Tintin F\*

### **Absent with Regrets:**

\* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 6:31pm.
2. Welcome & Treaty Six Acknowledgement – Lesley Bowman
3. Attendance and introductions.
4. Additions to agenda.
  - a. Add Yearbook to the agenda.

MOTION: Cara Kern motions to accept agenda as amended, Trina Loucraft seconds.

IN FAVOUR: 11

NON-VOTING: 10

CARRIED

5. Adoption of March Minutes.

MOTION: Cara Kern motions to accept March minutes, Trina Loucraft seconds.

IN FAVOUR: 11

NON-VOTING: 10

CARRIED

6. Treasurer Report – Cara Kern

- a. March and April Banking Summaries are attached in Appendices A and B.

- b. Next month we will vote on any allocations for next year. We can continue the discussion about what initiatives we would like to support at Pine Street.
- c. Typically, we support a combination of items brought to us by Administration and Parents with the hope of positively impacting the most students at Pine Street.
- d. In the past we have supported:
  - i. Teacher's Wish Lists
  - ii. Performances at the School (Alberta Opera, Foothills Brass Band)
  - iii. Library Re-Design
  - iv. Welcome Back BBQ
  - v. Emergency Bussing
  - vi. Maker's Space Supplies (Ozobots)
  - vii. Home Reading Kits
  - viii. Sports Equipment
  - ix. Christmas Concert Rehearsal Bussing
  - x. Oops I Forgot My Lunch
  - xi. Musical Instruments
  - xii. Pizza Parties
- e. In the previous couple of years, we have used the seat raffle to cover the cost of the bus rental for the dress rehearsal, next year administration is also looking for us to cover the cost of the Church Rental as well as it is not in their budget. As discussed in previous meetings there is strong support for continuing with the Christmas Concert; therefore,  
 MOTION: Cara Kern motions to allocate \$2,000 to Christmas Concert which will cover the cost of the Church Rental and Bussing for the Dress Rehearsal, Jaime Wells seconds.  
 IN FAVOUR: 11  
 NON-VOTING:10  
 CARRIED
- f. We typically leave \$2,000-\$3,000 unallocated to allow us to support opportunities that may arise during the school year. I suggest we do the same next year. I anticipate us having around \$10,000 to allocate.
- g. We will need two volunteers to do the audit over the summer. It is fairly simple and last year took approximately 1 hour.
  - i. Jaime Wells volunteered, will need one more.
- h. Questions/comments
  - i. None.

7. Hot Lunch Report – Lorena Ellsworth on behalf of Amanda Gibbons

- a. March 3 Hot Lunch – Cobs Bakery
  - i. 156 orders  
 Profit: \$258.80  
 Sales: \$868.00  
 Food costs: \$595.20  
 Angel Program: \$14
  - ii. Always a pleasure.

- iii. Orders are labeled by bun kind, which is easy to sort.
- iv. Had enough parents to run smoothly, thanks to the volunteers.
- b. Remaining Hot Lunch orders
  - i. All Hot Lunch orders have been refunded up to June 2020. Healthy Hunger has been very accommodating during this time. A cheque was issued for the one cash order received by Hot Lunch. At this time, Amanda is not planning for anything for the 2020/21 school year, until we hear more.
- c. Questions/comments
  - i. Recommended to check refunds as some did not go through clearly.
  - ii. Lesley thanked Amanda for her work on Hot Lunch coordination.

## 8. Fundraising & Community Building

- a. Art Cards – Lorena Ellsworth
  - i. Cards picked up from the printer May 6, big thanks to Tammy Winters at Sherwood Print & Copy
    - 1. Deadline to order was extended in consideration of school closure
    - 2. Reduced staff at Sherwood Print (only Tammy)
    - 3. Most orders (55 of 61) were delivered before Mother’s Day
  - ii. Thank you to Mrs. Leitch for help contacting the families that did not order through the Art Card email
    - 1. May 7 & 8: porch drop-offs
    - 2. May 12: dropped off 6 remaining orders at the school, Mrs. Leitch will coordinate pickup with the families directly
  - iii. Summary
    - 1. Orders – 81 total orders
      - a. 75 sets of 10 cards for students
      - b. 6 sets of 10 cards for staff
    - 2. Financial
      - a. Received – \$1215
        - i. 10 cash payments – \$225
        - ii. 8 cheque payments – \$135
        - iii. 43 EMT payments – \$855
      - b. Expenses – \$656.59 (Sherwood Print & Copy)
      - c. Total Profit – \$558.41
        - i. 2019 orders: 138 for \$900 profit
  - iv. Questions/comments
    - 1. Lesley thanked Lorena for the work on Art Cards.
- b. Yearbook – Cara Kern
  - i. Yearbook for 2019/20 will go ahead
  - ii. Delivery in September, likely delivery through school
  - iii. As Yearbook committee cannot get into the school to get pictures (ie: during recess, etc for students missing), please email your pictures to [pinestreetyearbook1@gmail.com](mailto:pinestreetyearbook1@gmail.com)

- iv. July 31 is deadline to submit yearbook orders, including custom pages
- v. Questions/comments
  - 1. None.
- c. Meet the Teacher Night & BBQ – Lesley Bowman
  - i. Unfortunately, with so many unknowns regarding what classes will look like in September and with different tolerances to social distancing, we feel it is prudent to put a hold on planning the BBQ.
  - ii. If we have an opportunity to hold a community building event later in the school year, we will make a decision at a Society meeting in the future.
  - iii. Questions/comments
    - 1. None.
- d. Christmas Concert – Lesley Bowman & Cara Kern
  - i. Costs allocated to book church.
  - ii. Questions/comments
    - 1. None.
- e. 2020/21 Dates – Dance & Movie Night – Lesley Bowman
  - i. Halloween Family Dance
    - 1. October 30, 2020 has been reserved to ensure if we are able to hold the event, the date is available.
  - ii. Movie Night
    - 1. Historically, the November date is too close to Dance, too close to November break, not especially well attended
    - 2. April 23 and April 30, 2021 have been reserved to ensure if we are able to hold the event, date options are available.
  - iii. Questions/comments
    - 1. None.
- f. Fundraising Opportunities & 2020/2021 Requests – Lesley Bowman
  - i. SaveOn Foods receipt collection
    - 1. Can drop receipts off at the school in the Lost & Found bin between 9:00am and 2:30pm during operational school days
    - 2. Does not include tobacco, lottery, prescriptions. Only valid for purchases from the Wye Road SaveOn.
    - 3. To put it in perspective, we have raised \$4140.64 to date from this fundraiser, it is one of the better fundraisers we have done.
  - ii. Cobs Bakery
    - 1. Mention before you pay that you are with Pine Street Elementary and they will donate a portion of your order to the school
  - iii. Boston Pizza receipt collection
    - 1. Submit your receipts from any Northern Alberta BPs
    - 2. Can drop receipts off at the school in the Lost & Found bin between 9:00am and 2:30pm during operational school days

3. September to December & January to June collection, will submit end of June.
- iv. Write On Stationary
  1. Deadline to order is May 15 for free delivery to the school.
  2. 10% of your order goes to Pine Street Volunteer Society.
- v. Questions/comments
  1. None.

9. Follow-up / Action Items
  - a. None.

10. Chair, Lesley Bowman, declared the meeting adjourned at 7:05pm.

**The next meeting will take place on Tuesday June 9<sup>th</sup>, 2020 at 7:30pm via Google Meets. Note this is the Annual General Meeting, elections will be held at this time.**

These minutes are respectfully submitted by:

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Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: June 9<sup>th</sup>, 2019.

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Lesley Bowman  
Chair

APPENDIX A – March Banking Summary

Pine Street Volunteer Parent Society Treasurer Report					March	
Date:		08-Apr-20			Opening Balance	\$11,333.44
<b>Income</b>		Income	Expenses	Subtotal	Balance	
04-Mar	Art Cards	\$1,080.00				
31-Mar	Interest	\$0.07				
Income Subtotal					\$ 1,080.07	
						\$12,413.51
<b>Expenses</b>						
Expenses Subtotal					\$ -	
						Closing Balance
						\$12,413.51
<b>Funds in Reserve:</b>						
Emergency Bussing		\$	-			
Performances		\$	-			
Musical Instruments		\$	-			
Oops I Forgot My Lunch		\$	68.57			
Teacher's Wish Lists		\$	-			
Insurance		\$	-			
Welcome Back BBQ		\$	-			
Pizza Parties		\$	1,000.00			
		\$	1,068.57			
<b>Current Liabilites</b>						
Art Cards (Estimate)		\$	620.00			
Available Funds						\$10,724.94

APPENDIX B – April Banking Summary

Pine Street Volunteer Parent Society Treasurer Report					April
Date:		04-May-20		Opening Balance \$12,413.51	
<b>Income</b>		Income	Expenses	Subtotal	Balance
08-Apr	Art Cards	\$150.00			
30-Apr	Save-On Foods Receipts	\$769.18			
30-Apr	BPs Receipts	\$75.55			
30-Apr	Hot Lunch	\$492.45			
30-Apr	Interest	\$0.10			
Income Subtotal				\$1,487.28	\$13,900.79
<b>Expenses</b>					
27-Apr	Hot Lunch - Refund		\$16.25		
27-Apr	Pizza Parties		\$426.99		
Expenses Subtotal				\$ 443.24	
					Closing Balance \$13,457.55
<b>Funds in Reserve:</b>					
Emergency Bussing		\$	-		
Performances		\$	-		
Musical Instruments		\$	-		
Oops I Forgot My Lunch		\$	68.57		
Teacher's Wish Lists		\$	-		
Insurance		\$	-		
Welcome Back BBQ		\$	-		
Pizza Parties		\$	573.01		
				\$641.58	
<b>Current Liabilites</b>					
Art Cards (Estimate)			\$715.00		
Available Funds					\$12,815.97