

Pine Street Volunteer Parents Society Meeting

June 9th, 2020

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on June 9th, 2020 virtually via Google Meets. Quorum was present.

In Attendance:

Executive: Lesley Bowman (Chair), Cara Kern (Vice-Chair), Lorena Ellsworth (Secretary)

Administration: Shelby Hines (Principal), Tracey Arbuthnott (Incoming Principal), Kerri Remeika (Assistant Principal), Lorna Magnan (Teacher Liaison), Michelle Vetro* (Music Teacher)

Parents: Trina Loucraft, Leah Brown, Carrie Albrecht*, Megan Hahn, Stefanie Tindoy, Janice Mills, Tracey Nielsen, Jamie Wells, Sukhjinder Clark, Marie Beliveau, Nasreen Banman, Victoria Doucette, Matt Bradley, Amanda Gibbons

Absent with Regrets:

* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 7:29pm.
2. Welcome & Treaty Six Acknowledgement – Lesley Bowman
3. Attendance and introductions.
 - a. We appreciate and value all the volunteers who make Pine Street so great. Special thanks to Amanda for coordination of Hot Lunch this year, Lorena for leading Helping Hands, Jamie for running the Family Dance & Movie Night, and Trina and Cara for their work on Yearbook.
 - b. A special thank you to our spouses, partners, kids, and families.
4. Additions to agenda.
 - a. None.MOTION: Amanda Gibbons motions to accept agenda as amended, Sukhjinder Clark seconds.
IN FAVOUR: 14
NON-VOTING: 5
ABSTAINED: 3
CARRIED
5. Adoption of Minutes from May 12th, 2020.
MOTION: Tracey Nielsen motions to accept May minutes, Cara Kern seconds.

IN FAVOUR: 12
NON-VOTING: 5
ABSTAINED: 5
CARRIED

6. Elections for 2020/21 Society

- a. Lesley read position summaries.
- b. CHAIR – Lesley Bowman let her name stand. Call for nominations. No other nominations. Lesley Bowman will remain Chair by acclamation.
- c. VICE CHAIR – Cara Kern steps down. Call for nominations. Cara Kern nominates Jamie Wells. Jamie accepts the nomination. Sukhjinder Clark nominates Janice Mills. Janice declines the nomination. Jamie Wells will be the new Vice Chair by acclamation.
- d. SECRETARY – Lorena Ellsworth let her name stand. Call for nominations. No other nominations. Lorena Ellsworth will remain Secretary by acclamation.
- e. TREASURER – Cara Kern let her name stand. Call for nominations. No other nominations. Cara Kern will remain Treasurer by acclamation.

7. Policy Review & Adoption

- a. No material changes.
MOTION: Cara Kern motions to adopt Policies as written, Janice Mills seconds.
IN FAVOUR: 15
NON-VOTING: 5
ABSTAINED: 2
CARRIED

8. Treasurer Annual Report – Cara Kern

- a. The May Banking Summary is in Appendix A and an annual summary to date in Appendix B.
- b. Total Income was \$15,177.88, and our total expenses were \$9,173.39. We ran the following fundraisers/events: Save-On-Foods Receipts, Hot Lunch, Family Dance, Christmas Concert Raffle & Photos, Bottle Drive, Nitza's Pizza Coupons, Art Cards, Yearbook, Apparel Sales, BPs Receipts, Family Movie Night. We were able to support our school through partial or complete funding of the following items: Welcome Back BBQ, Teacher's Wish Lists, Oops I Forgot My Lunch, Pizza Parties, Alberta Opera Performance, Christmas Concert Rehearsal Bussing, Short Track Training Equipment, Ukulele purchase. We also had operating expenses in banking and insurance costs.
- c. We moved our bank account from TD to ATB to further minimize banking costs and now no longer have a monthly fee associated with our account and more free transactions per month. We only had the expense of purchasing new cheques since we made the switch!
- d. I think we have done well with fundraising and are at the point where the Save-On-Foods Receipts does so well for us that we can stop with the collection of BPs receipts. This year we will only have collected enough receipts to make

approximately \$140, I think we should focus on Save-On-Foods but welcome people thoughts.

- i. No one objected to discontinuing the Boston Pizza fundraiser, so we will not continue with receipt collection from BPs next year.
- e. The audit completed last year went well, Thank you to Lorena and Trina. I believe it was a simple process. We will need one additional volunteer to help Jamie Wells complete the audit this year. They do need to be different from last year.
 - i. Amanda Gibbons volunteered to work with Jamie.
 - ii. Tracey Nielsen also volunteered if additional support is needed.
- f. We need to vote on any allocations for next year. I propose we allocate the following funds:
 - i. Teacher's Wish Lists (\$2175 (\$150/teacher)
 - ii. Performance at the School (\$1500)
 - iii. Emergency Bussing (\$1000)
 - iv. Oops I Forgot My Lunch (\$81.43 – bring our total to \$150 for next year)
 - v. Pizza Parties (\$426.99 – bring our total to \$1000 for Pizza Parties next year)
 - vi. Insurance (\$700)

This will leave us with just over \$4500 in unallocated funds for next year.

MOTION: Cara Kern motions to allocate funds as above, Trina Loucraft seconds.

IN FAVOUR: 11

NON-VOTING: 5

ABSTAINED: 6

CARRIED

- g. Questions/comments
 - i. None.

9. Hot Lunch Report – Amanda Gibbons

- a. Hot Lunch ended abruptly, hopefully all refunds are going through. Please double check the amounts on your credit card statements. Contact the Hot Lunch email or Healthy Hunger directly to fix any errors.
- b. I would like to keep our current hot lunch vendors, except for Purple Perogy and Nitza's Pizza, based on price.
- c. Healthy Hunger was a great platform for this year's Hot Lunch. I would like to look around for other options as they do charge our vendors 11%, which in turn, we pay for. If we adopt another platform with a yearly cost, it might pay for itself with 2 lunches a month.
- d. We are entering next year with a lot of unknowns. I would like to say I have a set plan in mind at this time, but simply can't. I hope to have something closer to the school start date; ensuring procedures and protocols are in place for students, vendors and volunteers.
- e. Huge thank you to volunteers this year and I would like to thank the new members of the Hot Lunch committee: Marie Beliveau and Janice Mills.
- f. If you have any requests or suggestions for next year's Hot Lunch, please email PineStreetHotLunch@gmail.com.
- g. Questions/comments

- i. None.

10. Fundraising & Community Building

a. Yearbook – Trina Loucraft

- i. Sold 69 books so far, total \$238.05USD profit
- ii. Books available to purchase until July 31
- iii. Customize 2 free pages by July 31
- iv. Delivery in September to students through school
- v. Have 2 yearbooks left from last year available to purchase @ \$35CDN each
- vi. Trina shared different displays of yearbook options:

- 1. One layout allows space for students to write in answers to “how I spent time during Covid”

- 2. One layout shows various photos of online learning

Consensus was to keep both options, attendees like both.

MOTION: Trina Loucraft motions to maintain price of \$26USD, Cara Kern seconds.

IN FAVOUR: 12

NON-VOTING: 5

ABSTAINED: 3

CARRIED

- vii. 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.
 - 1. Specifically looking for photos from Grades 2 and 6, and would love photos from during school of groups, not just individual.
- viii. Yearbooks will be delivered to the school in September. If your child will not be at Pine Street in the fall, contact Mrs. Leitch in the office to arrange pic up.
- ix. Questions/comments
 - 1. None.

b. Write On Stationary – Cara Kern

- i. We have 50 orders to date
 - 1. 31 boxes will be delivered to Pine Street next week. These will be available for pick up when parents drop off their loaned materials.
- ii. You can still order through Write-On if you want and you can have the delivered to your home for \$10 (once per address) or picked up at Write-On's location just off Yellowhead Trail and 149 St. Can also be delivered to the school for the first day, but labels will not be applied.
- iii. Questions/comments
 - 1. None.

c. Fundraising Opportunities & 2020/2021 Requests – Lesley Bowman

- i. We are looking forward to working with Mr. Arbuthnott.
- ii. We do not intend to burden parents with additional fundraising as many families are feeling financially constrained.
- iii. We recognize the school administration is dealing with significantly challenging budgets, and will feel the impacts in classroom.
- iv. We have several initiatives that are not budget based but still provide support to our school and staff:
 - 1. Helping Hands provides volunteers for “prep work” (copying, laminating, preparing booklets, etc.), relief for teachers by reducing the number of hours they would have to spend outside the classroom
 - 2. Holiday Cheer / Send Off to Summer cart provides treats for teachers, donated and delivered by parents
 - 3. Staff Potluck Supper during Parent Teacher interviews provides a quick break for staff who spend extraordinary long days at school during interviews, supper is donated and set up by parents
- v. If the need arises, we will change our initiatives.
- vi. SaveOn Foods receipt collection
 - 1. Only valid for purchases from the Wye Road SaveOn.
 - 2. Keep your receipts over the summer, we will collect them in September!
- vii. 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
- viii. Mabel’s Labels
 - 1. Go to campaigns.mabelslabels.com and search for Pine Street Elementary on the list.
 - 2. We receive a commission on every purchase made under the Pine Street campaign.
- ix. Questions/comments
 - 1. None.

11. 2020/21 Suggested Meeting Dates

- a. Continue with first Tuesday after Staff Meetings
 - i. Council 6:00 – 7:00pm
 - ii. Society 7:00 – 8:00pm
- b. September 8, 2020
 October 13, 2020
 November 17, 2020
 December 8, 2020
 January 12, 2021
 February 9, 2021
 March 9, 2021
 April 13, 2021
 May 11, 2021
 June 8, 2021

12. Follow-up / Action Items

a. None.

13. MOTION: Amanda Gibbons motions to adjourn meeting at 8:17pm. CARRIED.

The next meeting will take place on Tuesday September 8th, 2020 at 7:00pm at Pine Street Elementary.

These minutes are respectfully submitted by:

Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: September 8th, 2020.

Lesley Bowman
Chair

APPENDIX A – May Banking Summary

Pine Street Volunteer Parent Society Treasurer Report				May
Date:		01-Jun-20		
				Opening Balance \$13,457.55
Income		Income	Expenses	Subtotal
07-May	Hot Lunch	\$258.80		
31-May	Interest	\$0.13		
				Balance
Income Subtotal				\$258.93
				\$13,716.48
Expenses				
07-May	Art Cards		\$656.59	
Expenses Subtotal				\$ 656.59
				Closing Balance \$13,059.89
Funds in Reserve:				
Christmas Concert		\$ 2,000.00		
Performances		\$ -		
Musical Instruments		\$ -		
Oops I Forgot My Lunch		\$ 68.57		
Teacher's Wish Lists		\$ -		
Insurance		\$ -		
Welcome Back BBQ		\$ -		
Pizza Parties		\$ 573.01		
		\$2,641.58		
Current Liabilities				
				Available Funds
				\$10,418.31

APPENDIX B – Annual Banking Summary

2019-2020 Summary to Date

Fundraisers	Revenue	Expenses	Net Profit		Last Year Profit	Delta
Yearbook	\$331.30		\$331.30		\$401.22	-\$69.92
Boston Pizza	\$205.71		\$205.71		\$48.58	\$157.13
Apparel	\$250.00		\$250.00		\$766.00	-\$516.00
Bottle Drive	\$630.00		\$630.00		\$1,660.15	-\$1,030.15
Hot Lunch	\$3,444.19	\$47.21	\$3,396.98		\$2,244.06	\$1,152.92
School Supplies			\$0.00		\$439.24	-\$439.24
Art Cards	\$1,230.00	\$656.59	\$573.41		\$957.71	-\$384.30
Family Dance	\$1,898.75	\$831.42	\$1,067.33		\$1,123.99	-\$56.66
Movie Night	\$485.00	\$236.79	\$248.21		\$803.35	-\$555.14
Christmas Concert Raffle & Photos	\$939.20		\$939.20		\$572.31	\$366.89
Nitza's Pizza Fundraiser	\$1,510.00	\$906.00	\$604.00		\$798.75	-\$194.75
Save-On-Foods Receipts	\$4,140.64		\$4,140.64		\$849.22	\$3,291.42
Cob's Bread			\$0.00		\$149.08	-\$149.08
Mabel's Labels	\$112.73		\$112.73		\$100.27	\$12.46
		\$2,678.01	\$12,499.51		\$10,913.93	\$1,585.58

Donations to School	Revenue	Expenses
Teacher's Wish Lists		\$1,750.00
Oops I Forgot My Lunch		\$71.97
Pizza Parties		\$426.99
Welcome Back BBQ		\$458.06
Performance		\$997.50
Musical Instruments		\$1,433.25
Short Track Equipment		\$108.28
Bussing (Emergency & Concert)		\$598.50
Expenses		
Banking Fees/Costs	\$0.36	\$52.27
Insurance		\$598.56

Totals \$15,177.88 \$9,173.39 \$6,004.49