

Parent Advisory Council Meeting minutes  
November 2016

In attendance:

Rhonda Anderson  
Crystal Johansen  
Christine Vokins  
Sheri Porter  
Melanie Hays  
Rona Jackson  
Kelly Quinton  
Natalie Wyatt  
Angie Boyd  
Andrea Hazelwood

Stephanie Sweere  
Kelly Hayes  
Kristi Kirkpatrick  
Jenny Bakken  
Amy Van Vliet  
Michelle Rushford  
Nicole Miller  
Shelly Neal  
Janice Grotrian

Casino Meeting

Called to order at 7:06 pm by Nicole Miller

Meeting held first to accommodate Angie who had to leave early

Casino Coordinator – Angie Boyd

Angie introduced herself and thanked Kristi for her help in transitioning into her new position. We are very excited for Angie to take on the coordinator position.

The casino balance is \$35,568.57 with 23 school months remaining till we need to spend the majority of this balance.

When Angie was looking over the information it came to her attention that Casino funds pay for PAC's bank account service fees, as it is a consolidated account. It works out to be about \$150 over 3 years. (Going to look into getting these fees waived, as we are a non-profit organization).

Angie has been in contact with the casino supervisor and given the updated contact information, to have her information added and Kristi's removed.

She has also registered to take the GAIN course which will be held in Strathmore on February 7, 2017 at the Days Inn from 9:00am-1:00pm. This is the GAINS combination course and it is a free course so if anyone is interested in learning about it they can join her (pre-registration is required, an email can be sent to [angiejds@hotmail.com](mailto:angiejds@hotmail.com)) The combined course offers an overview of all policies concerning charitable gaming and also includes Use of Proceeds Information, which is also a course that can be taken on its own in Calgary.

Angie explained that we are also approved for Raz Kids, and that she is looking into the reporting for field trips, however she would like to wait on looking into the casino money paying for these items, and that we would like to research other big ticket items, such as playground equipment.

Meeting Adjourned – Nicole Miller at 7:26pm

Parent Council Meeting  
Called to order by Nicole Miller – 7:27pm

### 1. APPROVAL OF PREVIOUS MEETING MINUTES

Stephanie Sweere – motion

Kelly Quinton – seconded

Errors and omission – Crystal Johansen

In the previous minutes under the New Business section (Paragraph 4) it says fundraising “policy” and we would like it changed to fundraising “information”.

Motion passed, including the amendment.

### 2. PRINCIPAL/STAFF REPORT

Amy presented on the smart board about the documents section on the school webpage (from surveys, Alberta government, PAT’s) – in education plan folder look under 2016 folder. Big overview about why we are here, what is our learning all about.

The website can’t have everything posted, so more day to day posts are going to go on the Facebook page.

Michelle mentioned our great coverage in the Strathmore standard over the past few weeks, items from our last assembly, fundraising, new mascot, all sorts of great stuff happening and being celebrated at the school.

### 3. Introduce Christine Vokins from AHS

[christine.vokins@albertahealthservices.ca](mailto:christine.vokins@albertahealthservices.ca)

Christine is the Health motion coordinator with Alberta Health Services and supports all the schools in GHSD.

She asked if you could have one wish for your kids what would you hope for?

We want them to be accepted by their peers.

We also want our children to be happy and healthy (were some of the answers given.) What are some basics we can do to ensure this happens: Getting enough sleep, healthy eating, role models, and opportunities for activity when they are home. (Reducing screen time at home. 2 hours or less is the suggested amount). Making healthy choices throughout the day. Thank you to Christine for taking the time to attend our meeting. Look for news from her on our website.

#### 4. TREASURE REPORT

TREASURER – Andrea Hazelwood approx., \$10,000 not including fundraiser or November checks

#### 5. FUNDRAISING – Scott and Belinda

We sold a total \$99,525.00 in gift cards

Co-op - \$49,350 (\$4441.00)

Sobey's - \$28,300 (\$2264.00)

No Frills - \$21,875 (2187.50)

140 students participated, 34% of the school

The amount made in the fundraiser was \$8,892.50

We would like to get next year's fundraiser set up in either May or June so that we can have everything ready in advance to send out for Oct/Nov 2017. In getting this set up so much earlier we can make sure to really advertise the fundraiser (with our social media outlets), work on prizes and incentives to increase our student involvement.

We did random draws of all the participants for a total of 23 prizes

3 Stuffed Bears donated by Wheatland Elementary

- Owen Sinclair
- Kamryn Viger
- Spencer Johansen

Library Memberships

- Tylee McArthur
- Brett Young
- Jaxon Dalziel
- Evan Clark
- Brielle Stoffregen
- Tripp McArthur
- Ella Bird
- Shayla Young
- Kaylee Mulek
- Eric Bingham

Joyland Theatre

- |                    |                   |
|--------------------|-------------------|
| - Kieran Bakken    | - Luba Piche      |
| - Alyssa Bailie    | - Jaxon McConnell |
| - Megan Millis     | - Paisley Walker  |
| - Lane Habing      | - Rowan Miller    |
| - Gabrielle Gauvin | - Elyssa Dyke     |

We also had a few issues with the spreadsheet that we used to order from with some of the orders not being inputted correctly, so we had to purchase some extra gift cards so that they would be ready for pick-ups. We will need a motion for the extra funds we

had to use in the amount of \$1275. (There was also \$500 in extra gift cards made in error to Co-op that we have on hand)

- Motion for the extra funds spent – Kelly Quinton
- Seconded – Andrea Hazelwood
- Motion passed.
  
- Motion to review the fundraiser paper trail – Crystal Johansen
- Seconded – Rona Jackson
- Motion passed.

#### HOT LUNCH – Stephanie Sweere

Stephanie introduced Kelly Hayes as the person doing the computer side of hot lunch. There were 195 orders for November with approximately \$880 profit for the month.

She is looking into new vendors and trying to make it a fundraiser for the parent council to be able to be successful if this is to be our main source of income throughout the year.

BP's will be a returning vendor trying out

#### 6. OLD BUSINESS

- Staff supper for Parent Teacher interviews

The staff supper was once again very successful, with our food from Coop and Sobey's, thank you to Stephanie for volunteering her time.

Mentioned that there wasn't enough food for the second night but we only ordered enough to get through the first night (which is the only night we have ever provided the supper for). There was a lot of discussion about this and why costs were cut in some areas, however, the decision was made by the person coordinating this year to make these changes, and discussed to maybe bulk up again for next year.

#### NEW BUSINESS

1. There is a letter from School Board in office.
2. We also made a binder available in the office with all the meeting minutes for those that do not have access to them on the Internet.
3. Angie has offered to take over lice checks, with three being done during the year, to take place after each break; Christmas break, Spring Break, and beginning of the school year. She will be setting up the January check sometime the week of the 16<sup>th</sup> and an email will be sent out for volunteers. Thank you Angie for taking the initiative.
4. Christmas Concert – would we like to do raffle baskets instead of the bake sale, as there are a lot of new guidelines to have to follow in the food prep for consumption? After a discussion it was decided that it

is a busy enough time of year for our parents and volunteers, and we are not going to do either one. Possibly the Grade 6's will do some baking in the New Year.

5. Budget/Treasurer update

We need to be able to access an accounting program to be able to access our past years accounts. We have access to a laptop just need the program.

Motion to purchase program up to \$400

Kristi Kirkpatrick

Seconded – Kelly Quinton

Motion passed.

6. BOKS Program

Volunteers will be needed every Tues/Thurs morning from 8:15-8:45, to assist Mrs. Shearer with this exercise program. Is there any interest in this? Right now she is looking to see what the interest is with volunteers, staff etc, before she is able to commit. Nicole will also send out an email to the volunteer list.

7. Discussion about field trip money to come out of the PAC account at \$20/student

Motion \$20/student, to be given in two installment payments to the school – Shelly Neal

Seconded – Andrea Hazelwood

Motion passed.

8. Fundraiser: For the sake of future fundraising there needs to be something in writing for our minutes to update our records, as the last time a motion was made was about 8 years ago about what to do with fundraising funds.

There was a discussion about the split for the fundraising money to be either 50/50 or 75/25.

75%/25% Motion (school and PAC respectively), and to re-evaluate the fundraiser split every three years, with the option for earlier time

frame– Jenny Bakken

Seconded – Kelly Quinton

Motion passed

9. NEXT MEETING (January 18th)

10. AND ADJOURNMENT by Nicole at 9:37 pm

(No December meeting)