

# Pine Street Volunteer Parents Society Meeting

## March 7<sup>th</sup>, 2017

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The regular meeting of Pine Street Volunteer Parents Society was duly called and held on March 7<sup>th</sup>, 2017 in the Library of Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta. Quorum was present.

### **In Attendance:**

**Executive:** Shanna Eveleigh (Chair), Krystal Grichen (Vice Chair), Vanessa Bower (Secretary)

**Administration:** Evelyn Gaudet (Principal), Lorna Magnan (Teacher representative)

**Parents:** Lesley Bowman, Kristi Opalinsky, Cara Kern, Mary Sorobey, Nasreen Banman\*, Lorena Ellsworth (\*denotes partial attendance)

**Absent with Regrets:** Pam Briton (Treasurer)

Meeting was called to order at 6:31p.m. by Chair, Shanna Eveleigh.

### **1. Attendance and Introductions**

### **2. Welcome, Treaty 6 Acknowledgment and Guiding Principles**

- a. In a welcome statement, Chair, Shanna Eveleigh, acknowledged Treaty 6 and the cultural ways of indigenous people and that we are learning how their lives have been impacted by the events that have taken place in the past. Our goal is to work together and learn from each other for as long as the sun shines, wind blows and grass grows.

### **3. Additions to the Agenda for Next Meeting**

- a. none

### **4. Approval of Previous Meeting Minutes**

**MOTION:** Vice Chair, Krystal Grichen moved that we accept the minutes from our meeting on February 7<sup>th</sup>, 2017 as circulated. Lesley Bowman seconded. CARRIED

### **5. Treasurer Report**

- a. Treasurer Pam Briton was absent with regrets. Chair Shanna Eveleigh presented her report for the month ended February 28<sup>th</sup>, 2017.
- b. \$4,427 noted in Total Available Funds with some discussion on whether Nitza Pizza fundraiser was included in this total.

**ACTION:** Principal Evelyn Gaudet to confirm if we need another cheque for 'Oops, I forgot my lunch program'. Funds are available in our reserve.

*Q: Where in the statement do we find our Boston Pizza receipts submitted for fundraising?*

A: If you recently submitted receipts they will not appear until towards the end of the year. They are typically deposited once a year sometime in May or June.

## **6. Hot Lunch**

- a. Chair Shanna Eveleigh presented the Hot Lunch report for Shanna R.
- b. 381 orders and 34 volunteers expected for this month
- c. An issue with milk order last month. Quantities for each flavour (white and chocolate) were inadvertently switched when ordering. Apologies for error.
- d. 4 orders missed from parents who forgot to place their 2<sup>nd</sup> order for the remainder of the year. Will verify if there are a large portion of parents who order semi-annually or if majority order annually. Depending on that information, we may re-assess the payment options for next year.

*Q: Is there an option to register for Hot Lunch at the start of the year but pay for the second installment in the second half of the year?*

A: No, so we would have to follow up on the payments individually which can be time consuming.

- e. Fridge froze some of the milk this past order so there were taste and consistency issues. Confirmed fridge temperature was increased manually. To ensure integrity of milk is maintained with proper temperatures, the fridge will be replaced. Chair, Shanna Eveleigh has made personal arrangements to obtain a fridge. Delivery/logistics will be coordinated and will require some assistance.

*Q: Is there a fee to dispose the old fridge?*

A: No, if taken to the Eco Station.

- f. Recommendation to switch milk from cartons to plastic containers with screw tops to eliminate any taste concerns and for added convenience.
- g. Noted some volunteers commit to show up on the day of hot lunch but for various reasons some do not make it which has left organizers to volunteer to pass out lunches. Ideally, it requires 2 volunteers per class.

*Q: Are volunteers reminded they signed up?*

A: Yes, they get an email the week of. There is also a post on Facebook to email Hot Lunch team, if interested in volunteering. It was suggested the Facebook indicate those interested should show up on the day of opposed to only emailing.

- h. Currently seeking a lead for Hot Lunch Committee for 2018-19. If anyone is interested in volunteering they can job shadow the current lead for this upcoming school year 2017-18. If anyone is interested, please let Chair, Shanna Eveleigh know or email pinestreetsvp@gmail.com. We will require a shadow/volunteer lead on or before our last meeting in June.
- i. We have received feedback and lots of questions about if your child is sick, what happens to the order. It goes into surplus or parents can pick it up that day if they wish to. We cannot give those orders to any children thinking their parents ordered but are not on the list due to allergies and parental consent.

**ACTION:** Chair, Shanna Eveleigh to coordinate logistics/delivery of fridge as well as follow up on the suggestion to change milk containers. Secretary, Vanessa Bower to post on Facebook volunteers interested can show up the day of Hot Lunch opposed to emailing the team in advance.

## 7. Policy Approval Bylaw Update

- a. There was a Special Resolution meeting held on February 21<sup>st</sup> to review and approve a new set of Bylaws that govern us as a Council & Society. New Bylaws were adopted with a majority vote during that meeting. There were many revisions to the Subcommittee Policies for both Council & Society as well as Society's Policy on Money Handling. These policies remain outstanding to motion for adoption.
- b. It was noted policies can change year to year.
- c. These new Bylaws will be submitted to the appropriate places.
- d. It was noted our Annual General Meeting, when we vote on Executive Council, will take place this June opposed to September as indicated in a new bylaw. Anyone is welcome participate in the elections regardless of the vacancies or current interest in positions. A description of each position and their respective job duties can be provided to anyone interested. The Secretary vacancy was announced for next election.
- e. Bylaws and minutes from the meeting will be posted online to our website.
- f. Revisions (supplied in the meeting minutes) were reviewed for 'Subcommittee Policy' (Council & Society) and 'Society Policy on Money Handling'.

**MOTION:** Vice Chair, Krystal Grichen moved that we adopt the 'Subcommittee Policy' for Society as circulated and reviewed. Nasreen Banman seconded. CARRIED with 9 in favour and 2 non-voting/ineligible vote.

**MOTION:** Lesley Bowman moved that we adopt the ‘Society Policy On Money Handling’ as circulated and reviewed. Cara Kern seconded. CARRIED with 9 in favour and 2 non-voting/ineligible vote.

**MOTION:** Nasreen Banman moved that we adopt the ‘Subcommittee Policy’ for Council as circulated reviewed. Vice Chair, Krystal Grichen seconded. CARRIED with 9 in favour and 2 non-voting/ineligible vote.

**MOTION:** Lesley Bowman moved that we adopt the minutes from our Bylaw Special Resolution meeting on February 21<sup>st</sup>, 2017 as circulated. Cara Kern seconded. CARRIED with 9 in favour and 2 non-voting/ineligible vote.

## **8. Staff Appreciation Potluck**

- a. Lorena Ellsworth presented her report.
- b. Date confirmed for March 21<sup>st</sup>, the first night of Parent/Teacher/Student Conferences.
- c. A potluck dinner will be provided to the teachers that evening as a good will gesture from parents.
- d. Asking for volunteers at the end of this week.

*Q: Do you want volunteers for set up and clean up?*

A: To be determined once there is volunteer interest.

*Q: Are we getting Starbucks again? Do we need drinks?*

A: Possibly ask Starbucks. Lorena to check. We will require a variety of drinks including water (perhaps with fruit in it), tea, etc.

- e. Suggested to provide a specific list of items for volunteers to choose to donate (ie. appetizer, veggie plate, fruit, etc.).

*Q: Do you want a budget for plates and cutlery?*

A: No, we have some on hand and if needed, volunteers can supply.

## **9. Fundraising/Community Building**

- a. Helping Hands
  - I. Lorena Ellsworth presented her report.
  - II. We now have 11 volunteers signed up for Helping Hands for tasks in the library, book fair, Student Council, etc. However, at this point, there are not enough projects to warrant a full day of volunteers.
  - III. Continue as interest comes in.

b. Yearbook

- I. Cara Kern presented her report.
- II. Any future or outstanding questions for administration can be directed to Vice Principal, Shelby Hines.
- III. Will need a reminder to teachers for pictures and determine their preferred method of transferring them (ie. USB stick).
- IV. Quantity of pictures varies by class. Past Committee members would take extra pictures when possible.
- V. Yearbook team is suggesting changing the dates to finish the book at the end of the year (opposed to May so it's here in June for parents as previously communicated). The change was being suggested to add more events hosted towards the end of the year like track meet, Family Movie Night, and Grade 6 field trip. However, this will change the delivery date and therefore yearbooks won't be available to parents to pick up until September. It will also allow the yearbook team more time to complete, review and preview a copy.
- VI. 20 orders have already been received so it was determined those parents will need to agree to the change. If anyone is moving or changing schools, and therefore cannot pick up in September an exception to mail their copy could be made.

*Q: Will TreeRing allow us to change the delivery date?*

A: Yes, because it's unfinished.

**MOTION:** Vice Chair, Krystal Grichen moved that we change the date of the yearbook to pick up in September provided those parents who already placed their order all agree. Mary Sorobey seconded. CARRIED with 9 in favour and 2 non-voting/ineligible vote.

**ACTION:** Cara Kern to confirm with parents, who already purchased yearbooks, it's ok to move the pickup date to September to allow for yearend events to be included. Provided all parents agree, coordinate communication (approved by Executive and Administration) via another newsletter, webpage announcement and Facebook post. Cara Kern to follow up with Principal Gaudet to establish a deadline for new students.

*Q: In the past, the Principal gave final approval of the yearbook. How do we coordinate a proof with the new date in mind?*

A: Principal Gaudet can sign off on a .pdf in advance prior to receiving a hard copy proof or a provide an online preview, if needed.

c. Nitza Pizza Summary

- I. Mary Sorobey presented her report.
- II. 443 coupons which raised \$4430. With profit of 40% that equates to \$1772 (less PayPal fees). This was a slight increase from the previous year of \$1744.
- III. 2 small order issues were both easily reconciled.

*Q: Did Nitza Pizza offer any extra coupons this year?*

A: Nothing was verbalized.

**ACTION:** Mary Sorobey to confirm extra coupons when dropping off the final payment. Any extra coupons to go into a raffle for Family Movie Night.

d. Art Cards

- I. Lorena Ellsworth presented her report.
- II. 574 pieces of art with 182 requests to view. 74 paid. Estimated \$940 in Art Cards to date at a cost of \$7.06 per 10 pack. It was confirmed that there is a fee attached to PayPal payments (ie. \$0.59 for a \$10 payment). This will impact profit and was not accounted for when determining the budget.
- III. Discussion on various methods of payments for future use (EMT vs Paypal and cash/check).
- IV. PayPal fees will also impact profit reported under Nitza Pizza coupon sales. Treasurer Pam Briton adjusts this accordingly.
- V. Lorena will provide a summary at the end of the Art Card fundraiser to suggest changes to better streamline the process for next year.
- VI. Discussion on art selection and best dates.
- VII. Some children will miss completing their art if they are away from the class the day it was completed. Some incomplete and some finished so there will be a small amount that don't have Art Cards.

*Q: How much time are teachers given to complete the art?*

A: 4 weeks

*Q: Does every grade do art in class?*

A: Yes. It was suggested teachers perhaps submit their own choice of art. There is a small issue on the use of special paper so it scans properly. It also creates inconsistency.

- VIII. Suggested to put a few pieces of art into the yearbook, but its too late for this year. Parents can add in custom pages on their own books should they choose to when they order online.

- IX. Select pieces of art will be posted in the hallway and an announcement could be made.

**ACTION:** Lorna Magnan to send email to teachers advising them art work will be returned once the Art Cards officially go out in case there are any issue when printing.

e. Apparel

- I. Nothing to report. Subcommittee Lead absent.

f. Family Movie Night

- I. Lesley Bowman presented her report.
- II. The date of Family Movie Night has been changed to June 2<sup>nd</sup> since the Grade 6 field trip is scheduled on May 26<sup>th</sup>.
- III. Doors will open at 6:30pm with movie starting at 7:15pm.
- IV. Movie selection includes the following options.
  - 1. Sing
  - 2. Secret Life of Pets
  - 3. Lego Batman
- V. These movie options were verified at the meeting to all be a Canadian G rating accordance with EIPS regulations. Possible \$250 license fee depending on movie selected that evening.
- VI. Flyers will be sent out indicating \$5/wristband which includes a bottle of water and popcorn. No lawn chair policy but suggest blanket & pillow. It will be first come, first serve for wristband purchase with maximum capacity at 250-300 people in the gym.
- VII. Mary/Lorena/Lesley to provide popcorn maker.
- VIII. Concession will also consist of ring pops and possibly little bags of candy(?) to be determined.
- IX. Will require 4 volunteers to set up/clean up and 2 at the door.
- X. Possibly require AV assistance (projector – laptop set up).
- XI. No separate raffle ticket purchase (included with wristband purchase)
- XII. Voting will be communicated and via Facebook polling. Posters expected to go up between April 17<sup>th</sup> – 28<sup>th</sup>. Once movie is determined by majority vote, flyers will follow sometime between May 10<sup>th</sup> – 17<sup>th</sup>.

*Q: Can we look at other possible locations for larger space?*

*A: This would incur a rental fee and more difficult to coordinate.*

- XIII. Based on 300 people, estimated budget at \$775 which includes \$100 for water, popcorn, candy each and an additional \$250 licensing fee (\*contingent on movie selection) and \$150 for raffle prizes.

**MOTION:** Vice Chair, Krystal Grichen moved that we approve Family Movie Night budget for \$775. Lorena Ellsworth seconded. CARRIED with 8 in favour and 2 non-voting/ineligible vote.

**ACTION:** Vice Chair, Krystal Grichen to cancel popcorn rental machine previously arranged and confirm location of any leftover wristbands from Family dance. Lesley Bowman, Sub Committee Lead, will confirm posters with Miss Stevens and submit flyer for approval. Lorena Ellsworth will ask volunteers from Helping Hands program if anyone can help package popcorn, etc.

g. Tools for School

- I. Chair Shanna Eveleigh presented.
- II. Teachers received supply lists from Staples and administration will review as well.
- III. There will not be a home delivery option due to privacy issues and in accordance with FOIP. There will also be no store pick ups. Supply kits will only be available at the school for pick up. Orders can be picked up sometime between June 12 – 23<sup>rd</sup>.
- IV. The option to put our school logo on the bag is not an option this year but possibly something to consider in the future. There is not enough time this year.
- V. Discussion on using this as a fundraiser. It will increase the cost by 10%. It is not a hidden fee and will be communicated on the letter to parents. Typically, the fundraiser can increase interest to purchase if parents know they are helping the school. There is no pricing indicated on the supply lists but we should receive a discount.
- VI. There are 2 options for kits – Premium and Basic with an option to omit up to 5 items off one of the kits for all grades (Shanna to confirm which).
- VII. Parents cannot select items they do not wish to purchase. The kits are purchased in whole so it's all or nothing.
- VIII. In late April, a letter will go out to parents with May 15<sup>th</sup> as the possible deadline. Deadline dependent on pick up date.
- IX. Payments are coordinated online or at the school. Online orders are managed on Staples website.
- X. Date of delivery sometime between June 12<sup>th</sup> – 23<sup>rd</sup>. It was suggested Monday, June 12<sup>th</sup> in the meeting. Pickup day to be confirmed but suggested that Wednesday the 14<sup>th</sup> and Thursday the 15<sup>th</sup> from 12noon or 1pm until 6pm to accommodate Kindergarten.

*Q: Parent pick up only?*

A: Yes, not student pick up. Issues transporting on the bus and ensuring all items are accounted for.

**MOTION:** Vice Chair, Krystal Grichen moved that 'Tools for School' program be a fundraiser. Mary Sorobey seconded. CARRIED with 8 in favour and 2 non-voting/ineligible vote.

**ACTION:** Teachers to submit lists. Chair Shanna Eveleigh to confirm which kit (Premium or Basic) omits the 5 optional items for all the grades or can we pick different things for each grade. Next meeting to determine items that come off the lists. Shanna to also suggest Staples sort items by rows and by grade for easy pick up and confirm delivery time on June 12<sup>th</sup>.

**UPDATE:** Chair Shanna Eveleigh confirmed the delivery date for June 12<sup>th</sup> with Staples. It was also confirmed we can pick different lists for each grade and regardless that it's a fundraiser, supplies are below store cost. A letter to parents will go out on April 17<sup>th</sup> and order deadline date will be May 8<sup>th</sup>.

## **10. Ideas to Support School**

- a. Pine Street School purchased track team pinnies so this can come off the fundraising idea list.
- b. Swim fees fundraising discount was calculated at approximately \$2 per student based on available funds. Too small of a discount to make a difference?

*Q: How much is swimming? How much for ski fees?*

A: Swim fees are \$52 if walking and applicable bussing/carbon tax. Skiing fees are closer to \$60.

- c. We would need approximately \$15,000 to fund half the cost of swim/ski fees. Suggested for next year.

## **11. Next Meeting**

Chair, Shanna Eveleigh declared the meeting adjourned at 8:15 p.m.

**The next regular meeting will take place on Tuesday, April 4<sup>th</sup>, 2017.**

These minutes are respectfully submitted by:

*Transmitted Electronically*

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Secretary, Vanessa Bower

Adopted by Society in the meeting of:

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Chair, Shanna Eveleigh

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