

Pine Street Volunteer Parents Society Meeting

April 4, 2017

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on April 4th, 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), Pam Briton (Treasurer), Vanessa Bower (Secretary)

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

Parents: Cara Kern, Mary Sorobey, Cristy McMorran, Jacklynn Pivovar, Trina Loucraft, Nasreen Banman, Loreena Ellsworth, Darrell Bradley, Lesley Bowman

Absent with Regrets:

Meeting was called to order at 6:30p.m. by Chair, Shanna Eveleigh.

1. Attendance and Introductions

- a. Executive, Administration, and regular attendees agreed to skip 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. Darrell Bradley will add an Update to the Apparel Order

4. Approval of Previous Meeting Minutes

MOTION: Vice Chair, Krystal Grichen moved that we accept the minutes from our meeting on March 7th 2017, as circulated. Cara Kern seconded. Majority voted in favor. CARRIED

5. Treasurer Report

- a. Treasurer Pam Briton presented her report for the month ended March 31st, 2017.
- b. \$6249 noted as an expense for the Maker's Corner in the library.
- c. Revenue in Art Cards reported to be 1916.00 before printing costs.
- d. Nitza's Pizza fundraiser revenue reported to be \$4448 with a cost of \$2658 for a profit of \$1790.
- e. Hot Lunch revenue reported at \$20,043 with expenses of \$10,447, however, vendors haven't all been paid yet as Hot Lunch is ongoing.

ACTION: Principal Evelyn Gaudet to confirm if she received a cheque for Teachers Expenses. Pam Britton will check November and December cheques.

ACTION: Lorena Ellsworth and Lesley Bowman will coordinate with Treasurer Pam Briton to conduct the audit of the Society books before May meeting.

Questions: No

6. Hot Lunch

- a. Chair Shanna Eveleigh presented the Hot Lunch report for Shanna R.
- b. 355 orders and 30 volunteers expected for this month for Subway.
- c. No milk issues last month, the new fridge is working well and the old fridge went to the Eco Station.
- d. Two children, who thought they should get lunch, didn't get lunch. Chair Shanna Eveleigh will ask Shanna R. to 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.
- e. It is suggested that we have a volunteer to shadow Shanna R. by June 2017. Shanna R. has not advertised the need for a new Lead for the 2018/2019 school year, so there are no volunteers yet.
- f. Parent Society will post the volunteer opportunity to our Facebook page and send an email volunteer callout to those who signed up to receive notifications from the SVP Gmail account.

Questions: No

7. Staff Appreciation Potluck

- a. Lorena Ellsworth presented her report.
- b. Potluck was a success from the volunteer and Staff perspective.
- c. She hopes to coordinate the same event next year for both PTI sessions.

Questions: No

8. Fundraising/Community Building

- a. Helping Hands
 - I. Lorena Ellsworth presented her report.
 - II. We now have 12 volunteers signed up for Helping Hands for tasks in the library, book fair, Student Council, etc.
 - III. Continue as interest comes in.
 - IV. Lorena will continue to change out hallway art as space becomes available.

- b. Yearbook
 - I. Trina Loucraft presented her report.
 - II. So far, they have received 53 orders, amounting to \$88.51 in fundraising.
 - III. Approved to move the deadline to allow for inclusion of photos from the whole year. The deadline will be four weeks prior to the delivery date. Trina is waiting for Administration to approve a good date for books to arrive in order to determine the deadline.
 - IV. Interest in a Parent Information night to help parents through the ordering process.
 - a. Trina and Cara will propose a date in April.
 - b. Clarification of what it means to make pictures public, ensure parents know that others can see and possibly use their pictures.
 - c. Explanation of personal pages and option of adding more personal pages.
 - V. Evelyn Gaudet encourages Yearbook Committee to ensure that posted photos remain private to ensure compliance with privacy regulations.
 - VI. Committee will hold off on school-wide communication with parents advising them of the deadline extension until they confirm the new deadline. Parents who have already ordered will get a note regarding the extension. Facebook information regarding the extension will remain until confirmation of the new deadline.

Questions: No

- c. Art Cards
 - I. Lorena Ellsworth presented her report.
 - II. Requests for 231 cards, up from 206 last year.
 - III. Ready to go to print, which will take 7-10 days.
 - IV. Art Cards made about \$450 profit before the deduction of PayPal fees.
 - V. Lorena and another parent will reconcile cash at the end of the meeting.

- VI. PayPal fees were a significant portion of the profits, it's suggested that we consider not accepting PayPal next year or increasing pricing to make up for lost revenue in fees.

Questions: No

d. Family Movie Night

- I. Lesley Bowman presented her report.
- II. The date of Family Movie Night has been changed to June 2nd since the Grade 6 field trip is scheduled on May 26th.
- III. Lesley communicated with Ms. Stevens about the Student Council making posters and conducting the survey. The Student Council has begun the posters.
- IV. A parent mentioned that they received communication from their child's teacher regarding Family Movie night with a date of May 26. Lesley will communicate with Administration to ensure the proper date is indicated on handouts.

Questions: No

e. Tools for School

- I. Chair Shanna Eveleigh presented.
- II. Parents complete orders online, but Staples does not have the capacity to change the forms, so any additional changes will be on paper, including delivery information and adding items. Online, parents will choose between the Basic and Premium packages and pay online using a credit card.
- III. Shanna met with Gerald to finalize the lists and clarify two points:
 - 1. Delivery:
 - a. Privacy legislations restricts access to parent addresses for delivery.
 - b. There would be a charge of \$10-\$12 for delivery through UPS.
 - c. It would be a separate email to Staples specifying address and method of payment.
 - 2. Adding Items
 - a. The online forms cannot be manipulated, so a paper form would have to go home and Shanna would have to reconcile paper forms with online orders and payments.

DECISION: We will only offer school pick up as an option for Tools for School, voted on with 8 in favor, 3 opposed, 1 abstain, and two non-voting.

DECISION: We will not offer options to add to the Basic package. Parents will only have the option of Basic or Premium, voted on with 10 in favor, 2 abstain, and two no-voters.

f. Apparel

- I. Chair Darrell Bradley presented his report
- II. We will offer another round of apparel sales at the end of April for end of May delivery.
 1. Notes in agendas April 24, 2017
 2. Order cut off will be May 7, 2017
- III. Darrell will modify the forms and streamline the ordering and payment process to ensure all orders are submitted, paid for, and delivered.
 1. Darrell will draft the form and letter to parents for Administration approval and emailed to SVP Gmail as per Bylaws.
 2. Decision to come on colour printing or B&W when Darrell gets costs.
 3. Order forms, cash, cheques, and EFT will go through the office, Darrell will collect and process.
 4. Darrell will process credit card payments and collect the 3% processing fee.
 5. He will provide us with a Donation cheque once he and Chair Shanna Eveleigh will reconcile the account.
- IV. All agree to no change to costs or product offerings to keep consistency in 2016/2017 school year.

Questions: No

g. Mabel's Labels

- I. Chair Shanna Eveleigh presented this fundraising option.
- II. It is a similar process to the Boston Pizza fundraising, if a parent wants to order the labels online, they input a code and Pine Street gets 20% of the sale.
- III. A separate form will go in agendas with the Tools for School notice.

DECISION: Use Mabel's Labels as a fundraiser, voted on with 11 voting yes, and two non-voters.

Questions: No

9. Ideas to Support School

- a. Decisions on funds raised in 2017 will occur in May when we have final numbers
- b. Existing Executive will complete fundraising decisions for 2017 before the new Executive is voted in.
- c. No ideas from Administration or Staff for larger fundraising ideas.

10. Next Meeting

Chair, Shanna Eveleigh declared the meeting adjourned at 7:39 p.m.

The next regular meeting will take place on Tuesday, May 9th, 2017.

These minutes are respectfully submitted by:

Lesley Bowman

Adopted by Society in the meeting of: May 9th, 2017

Chair, Shanna Eveleigh