

Pine Street Volunteer Parents Society Meeting

May 11th, 2021

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on May 11th, 2021 virtually via Google Meets. Quorum was present.

In Attendance:

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

Administration: Tracey Arbuthnott (Principal), Kerri Williams (Assistant Principal)

Parents: Leah Brown, Tracey Nielsen, Janice Mills, Megan Hahn

* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 7:30pm.
2. Attendance and Introductions – skipped.
3. Additions to Agenda
 - a. None.

MOTION: Cara Kern motions to accept agenda as amended, Leah Brown seconds.
OPPOSED: None
CARRIED

4. Approval of Minutes from March 9th, 2020

MOTION: Cara Kern motions to accept March minutes as is, Jamie Wells seconds.
OPPOSED: None
CARRIED

5. Treasurer's Report – Cara Kern
 - a. March and April Banking Summaries are attached. Keep those Save-On Receipts coming in as you can see it is a big fundraiser for us!
 - b. As mentioned in our last meeting, I will need two volunteers to perform the audit over the summer for this year's financial information. They can't be the same two people as last year. It should take less than an hour. Tracey Nielsen has volunteered, please email pinestreetsvp@gmail.com if you are able to help out.
 - c. Also mentioned last meeting, my kids only have 1 year left at Pine Street, so if there is someone that would like to take over as Treasurer next year that would be great.

That way I will still be around to support the transition. If not, I can remain in this role for one more year.

- d. Questions/comments
 - i. None.

6. Yearbook – Cara Kern

- a. Working on putting together proof for staff, targeting mid-June.
- b. Some missing photos for students, reviewing using placeholders vs. last year's photo for yearbook.
 - i. Leah offered to put a request out to support group for Online Learners.
- c. Still looking for photos of online learners, please send your photos to pinestreetyearbook1@gmail.com.

7. Fundraising & Community Building

- a. Fundraising Opportunities & 2021/22 Budgets – Lesley Bowman
 - i. Funds in reserve for annual projects (Christmas concert rental, emergency bussing, Oops I Forgot my Lunch, Teachers Wishlist, pizza parties, courtyard landscaping).
 - ii. Planning is still a challenge as we do not know what protocols will look like yet.
 - iii. Still planning to do Save-On receipts and Cobs Bread fundraisers, hopefully Hot Lunch.
 - iv. Questions/comments
 - 1. None.
- b. Allocation of dollars in June
 - i. Please start thinking about items you would like considered (ie: Grade 6 trip, Meet the Staff night, etc)
 - ii. Can keep items where they are, review after school budget is spent.
- c. AGM Process
 - i. Similar to Council process, will review and re-adopt policies for next year, and hold voting for executive (4 positions available: Chair, Vice-Chair, Treasurer, Secretary)
 - ii. Policies can be found on the school [website](#), please review prior to the meeting.

8. Follow-up / Action Items

- a. None.

9. MOTION: Cara Kern motions to adjourn meeting at 7:54pm. CARRIED.

The next meeting will take place on Tuesday, June 8th, 2021 at 7:00pm, virtually via Google Meets.

These minutes are respectfully submitted by:

Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: June 8th, 2021.

Lesley Bowman, Chair

APPENDIX A – March Banking Summary

Pine Street Volunteer Parent Society Treasurer Report				March
Date:		01-Apr-21		
				Opening Balance \$14,699.41
Income		Income	Expenses	Subtotal
25-Mar	Save-On-Foods Receipts	\$2,400.70		
31-Mar	Interest	\$0.22		
Income Subtotal				\$ 2,400.92
				\$17,100.33
Expenses				
Expenses Subtotal				\$ -
				Closing Balance \$17,100.33
Funds in Reserve:				
Christmas Concert Rental & Bussing		\$ 2,000.00		
Performances		\$ 1,500.00		
Emergency Bussing		\$ 1,000.00		
Oops I Forgot My Lunch		\$ 150.00		
Teacher's Wish Lists		\$ -		
Insurance		\$ -		
Pizza Parties		\$ 1,000.00		
Courtyard Landscaping		\$ 3,412.50		
		\$ 9,062.50		
Current Liabilites				
Available Funds				\$8,037.83

APPENDIX B – April Banking Summary

Pine Street Volunteer Parent Society Treasurer Report					April
Date:		03-May-21			
				Opening Balance	\$17,100.33
Income		Income	Expenses	Subtotal	Balance
30-Apr	Interest	\$0.29			
Income Subtotal				\$0.29	
					\$17,100.62
Expenses					
Expenses Subtotal				\$ -	
					Closing Balance \$17,100.62
Funds in Reserve:					
Christmas Concert Rental & Bussing		\$ 2,000.00			
Performances		\$ 1,500.00			
Emergency Bussing		\$ 1,000.00			
Oops I Forgot My Lunch		\$ 150.00			
Teacher's Wish Lists		\$ -			
Insurance		\$ -			
Pizza Parties		\$ 1,000.00			
Courtyard Landscaping		\$ 3,412.50			
				\$9,062.50	
Current Liabilities					
				Available Funds	\$ 8,038.12