

Pine Street Volunteer Parents Society Meeting

May 10th, 2022

The regular meeting of Pine Street School Council was duly called and held on May 10th, 2022, at Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta, and hosted virtually via Google Meets. Quorum was present.

In Attendance:

Executive: Lesley Bowman (Chair), Jaime Wells^V (Vice Chair), Cara Kern (Treasurer), Lorena Ellsworth^V (Secretary)

Administration: Tracey Arbuthnott (Principal), Sheryl Tsiclas (Assistant Principal), Lorna Magnan (Teacher Liaison)

Parents: Jef Bailey, Jaime Wells^V, Trina Loucraft^V, Leah Brown^V, Megan Sherren^V, Megan Hahn^V, Amanda Gibbons^V

* Denotes partial attendance.

^V Denotes virtual attendance.

1. Vice Chair, Jamie Wells, calls to order at 7:09pm.
2. Attendance and Introductions.
3. Additions to Agenda

MOTION: Cara Kern motions to accept agenda as is, Amanda Gibbons seconds.

OPPOSED: None

CARRIED

4. Approval of Minutes from April 12th, 2022

MOTION: Cara Kern motions to accept April minutes as is, Trina Loucraft seconds.

OPPOSED: None

CARRIED

5. Treasurer's Annual Report – Cara Kern
 - a. Need 2 volunteers for the audit this summer – Lesley Bowman & Amanda Gibbons – thank you!
 - b. Cara will not be at the school next year so we will need a treasurer for 2022/23.
 - c. Questions/comments
 - i. None.

2. Fundraising & Community Building

- a. Art Cards – Lorena Ellsworth
 - i. 103 orders received from 71 students.
 - 1. \$1545 funds received
 - 2. \$1001.28 expenses
 - 3. \$543.72 profit

- b. Hot Lunch – Amanda Gibbons
 - i. April 22 – Taco Bell
 - 1. Mostly good, some feedback that it was cold. Taco Bell deliveries were great, especially with Covid protocols. All bags were prepackaged per child, boxes preassembled per classroom.
 - ii. May 27 – Subway
 - 1. Cutoff date is May 22
 - iii. If you would like to offer suggestions for next year, please email PineStreetHotLunch@gmail.com
 - iv. Will be looking for a volunteer to lead the Hot Lunch program next year, please reach out via email if you are interested.

- c. Movie Night / School Dance – Jamie Wells
 - i. Movie Night – Friday, April 29
 - 1. Ron's Gone Wrong
 - 2. Sold 112 admission tickets
 - 3. Total expenses - \$1121.24
 - 4. Total income - \$953
 - 5. Net Loss - \$168.24
 - 6. Have the license for next year and left over water and popcorn that can be used for the dance.
 - ii. Considering thoughts on new popcorn machine? Old one is on its way out.
 - 1. Jamie to gather quotes.

 - iii. School Dance – Friday, June 3
 - 1. Luau theme
 - 2. Have volunteers lined up thanks to SurveyMonkey – filled 14 of 16 positions, will continue with requests
 - 3. DJ quote \$500 + GST
 - 4. Need to consider wristbands and cash payments rather than EMTs and a list at the door. Can collect in office, Jamie to pick up money from office and will distribute wristbands.
 - 5. Cap is to be confirmed by Tracey, first-come first-served.

MOTION: Jamie Wells requests a budget of \$1000 for dance. Cara Kern seconds.
OPPOSED: None
CARRIED

3. Dates for 2021/22 Meetings

- a. Tuesday following early dismissal, follow the Council meetings, start around 7:00pm
 - i. June 7, 2022 – Annual General Meeting
 - 1. **Current executive will not be putting their names forward for 2022/23 School Year, all positions will need to be filled (Chair, Vice-Chair, Treasurer, Secretary)**
 - 2. **Hot Lunch coordinator is also stepping down, need a volunteer for next year.**

4. MOTION: Cara Kern motions to adjourn meeting at 7:26pm. CARRIED.

The next regular meeting will take place on **Tuesday, June 7th, 2022 at 6:00pm, planning for in-person at Pine Street Elementary.** A virtual option will be available via Teams.

These minutes are respectfully submitted by:

Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: June 7th, 2022.

Lesley Bowman, Chair

APPENDIX A – April Banking Summary

Pine Street Volunteer Parent Society Treasurer Report					April
Date: 03-May-22					
					Opening Balance \$16,819.73
Income		Income	Expenses	Subtotal	Balance
01-Apr	Hot Lunch	\$511.50			
06-Apr	Art Cards	\$15.00			
22-Apr	Movie Night	\$953.00			
30-Apr	Bank Interest	\$0.30			
Income Subtotal				\$1,479.80	\$18,299.53
Expenses					
30-Apr	Bank Fee - Movie Night		\$1.40		
Expenses Subtotal				\$ 1.40	
					Closing Balance \$18,298.13
Funds in Reserve:					
Christmas Concert Rental & Bussing		\$ 2,000.00			
Performances		\$ 712.50			
Emergency Bussing		\$ 1,000.00			
Oops I Forgot My Lunch		\$ 150.00			
Teacher's Wish Lists		\$ -			
Insurance		\$ -			
Pizza Parties		\$ 1,000.00			
Rocks and Rings		\$ 400.00			
Virtual Escape Room		\$ 3,000.00			
		\$ 8,262.50			
Current Liabilites					
Art Card Expenses - estimate		\$1,020.00			
Movie Night Expenses		\$1,119.84			
Available Funds					\$ 7,895.79