

**Westboro Parents' Group
Annual General Meeting Minutes
May 24, 2017**

Welcome and Introductions:

Called to order 7:49pm (Jacquie Surgenor).

Present:

Colleen Alpern, Amy Churchill, Jeff Dickey, Tanya Fisher, Krystal Gibson, Crystal Herbert, Leah Hesson, Sandra Hryhurchuk, Debbie Klita, Matt Matheson, Jacquie Surgenor, Heather Wieler

Approval of Agenda:

The agenda was amended to replace Sandra Hryhurchuk for Leah Hesson in Item 4(b). Crystal Herbert moves to approve the amended agenda, Krystal Gibson 2nd. All in favour: "Yes."

Approval of Minutes from Previous Meeting:

Krystal Gibson moves to accept the minutes from the May 18, 2016, Annual General Meeting, Crystal Herbert 2nd. All in favour: "Yes."

New Business:

A.) Treasurer Report

Krystal Gibson shared the treasurer report for the 2015-2016 school year.

5/24/2017 2015-16 Treasurers.xls

Westboro Parent Group Treasurer Report - 2015-2016

Date: 12-Sep-16

| | | | | |
|---------------------|------------------------|-------------------------|-------------------|-------------------|
| Opening Balance | | | | 60,653.26 |
| | Income | Expenses | Subtotal | Balance |
| Income | | | | |
| Hot Lunch | 20,230.91 | | | |
| STYD | 2,801.85 | | | |
| Fundraising | 19,207.59 | | | |
| Pancake Breakfast | 380.30 | | | |
| Playground | 121,300.00 | | | |
| Grade 6 Farewell | 901.19 | | | |
| Family Dance | 5,450.55 | | | |
| Misc | 2,380.35 | | | |
| | Income Subtotal | | 172,652.74 | |
| | | | | 233,306.00 |
| Expenses | | | | |
| Hot Lunch | | 14,315.47 | | |
| STYD | | 400.00 | | |
| Fundraising | | 11,694.99 | | |
| Pancake Breakfast | | 384.82 | | |
| Playground | | 183,930.66 | | |
| Grade 6 Farewell | | 901.19 | | |
| Family Dance | | 2,069.78 | | |
| Misc | | 6,117.27 | | |
| | | Expense Subtotal | 219,814.18 | |
| Bank Balance | | | | 13,491.82 |

As per the Westboro Parents' Group bylaws, the 2015-2016 financials have been audited by Amy Churchill and Bernie Hansen who are 2 non-signing authorities. Crystal Herbert moves to accept the treasurer's report, Jeff Dickey 2nd. All in favour: "Yes."

B.) Hot Lunch

The Hot Lunch Committee reported a very successful start to the "Donate a Lunch" option during this last ordering portal. It will continue to be used for the 2017-2018 school year. Thank you to our amazing school community for supporting this initiative! We would also like to express our appreciation to all family members who help serve our classrooms on hot lunch days – thank you so much for your time and dedication to the program!

Hot lunch dates for the 2017-2018 school year are as follows:

Friday, September 29, 2017

Friday, October 27, 2017

Friday, December 1, 2017

Friday, January 19, 2018

Friday, February 23, 2018

Friday, March 16, 2018

Friday, April 13, 2018

Friday, May 25, 2018

Friday, June 15, 2018

C.) Staff Gifts

Current protocol for gifting Westboro staff that are leaving at the end of the school year was discussed. Sandra Hryhurchuk moves that staff who have been with the school 2 years or less receive flowers and a card from Parents' Group and those who have been with us longer receive a gift in the \$25-\$50 range, Krystal Gibson 2nd. All in favour: "Yes."

D.) Family Dance/Silent Auction

The family dance and silent auction last month was extremely successful. It was well attended with excellent support for both donating and purchasing silent auction items. The photo booth is also a very popular area. We are expecting more than \$3500 in profit! Thank you so very much to Krystal Gibson and Amy Churchill for organizing this annual event and for all of the wonderful support from our school community. Crystal Herbert has volunteered to lead the organizing committee next year and we will need lots of parent support to continue making this a successful event.

E.) Year in Review/2017-2018 Looking Forward

Jacquie Surgenor continued the discussion from last month for what types of fundraising and events Westboro Parents' Group would consider committing to during the next school year. It was again agreed to take a year off from any Oil Kings fundraisers and in future, participate every second year.

This is the list for 2017-2018. Please contact Westboro Parents' Group at westboroparents@gmail.com if you are interested in helping organize or volunteer at these fundraising events.

Hot Lunch Program

Kiss and Cry for kindergarten parents first week of school

Farm to School fundraiser

Stawnichy's fundraiser

Shop Til Ya Drop fundraiser

Pancake Breakfast

Family Dance and Silent Auction

Supporting transportation for Division I swim lessons

Supporting Alberta Opera assembly

Some type of parent engagement in lieu of monthly coffee mornings

Mabel's Labels fundraiser

It was asked if the request for Grade 4 swim lessons for next year had been considered by staff. The school is unable to introduce new fees due to Bill 1 so this will not be possible.

It was asked if a fall-themed event could occur in the school for the regular program students on the afternoon that the Logos classes leave the school at the end of October. Colleen asked for more details in writing that could be presented at the September staff meeting. Heather Wieler, Crystal Herbert and Krystal Gibson have volunteered to prepare some ideas.

F.) School Request

There are no school requests at this time.

G.) Open Questions

Krystal Gibson shared that the second of two annual staff appreciation lunches is scheduled for Wednesday, June 7. A letter is going home this week requesting volunteers and donations for the meal.

Continual concerns about the playground rubber surface were discussed. Strathcona County is fully responsible for the maintenance of the school playground and is aware of and monitoring the issues. Additional questions or

concerns can be directed to Strathcona County through their County Connect service at <http://www.strathcona.ca/countyconnect/>.

H.) Elections

Westboro Parents Group focuses on fundraising for school events such as bussing for Division I swim lessons, pancake breakfast and the Alberta Opera assembly and for school projects such as playgrounds, library commons upgrades and the current courtyard revitalization. The four executive positions are elected parent volunteers for a term of 1 year.

Crystal Herbert moves that for the 2017-2018 school year, Jacquie Surgenor continues to serve as Chair, Heather Wieler continues to serve as Vice Chair, Krystal Gibson continues to serve as Treasurer and Debbie Klita continues to serve as Secretary. Jeff Dickey 2nd. All in favour: "Yes."

Next Meeting Date: September 20, 2017 at 6:30 pm

Adjournment: Crystal Herbert moves to adjourn at 8:31 pm.

DRAFT