

**Westboro Parents Group
Meeting Minutes
December 6, 2018**

Welcome and Introductions:

Called to order 7:57pm (Krystal Gibson).

Present:

Janeen Bielby, Karry Biri, Matthew Bissett, Amy Churchill, Krystal Gibson, David Hay, Janelle Hay, Debbie Klita, Mike Lastiwka, Kim Scott, Jacquie Surgenor, Chantel Werner

Approval of Agenda:

The agenda was amended to have Amy Churchill present item 4.b) and to add “Shop Til Ya Drop” as item 4.g) and “Family Dance” as item 4.h) then to renumber the remaining items. Matthew Bissett moves to accept the amended agenda, Janeen Bielby 2nd. All in favour: “Yes.”

Approval of Minutes from Previous Meeting:

Jacquie Surgenor moves to accept the minutes from November 1, 2018, Amy Churchill 2nd. All in favour: “Yes.”

New Business:

A.) Treasurer Report

Matthew Bissett shared the treasurer report for November 2018.

Westboro Parents Group Treasurer Report				
Date:	06-Dec-18			
Opening Balance - as of Oct 31, 2018				\$19,006.80
	Income	Expenses	Subtotal	Balance
Income				
Paypal Deposit	\$6,743.77			
Mable's labels	\$75.31			
Spirit Wear	\$1,792.00			
STYD	\$1,807.50			
Stawnychy's	\$2,102.00			
Anticipated Income for Instruments				
AB Government Grant	\$10,000.00			
Strathcona County - Approved Nov 27 - Cheque in process	\$5,000.00			
	Income Subtotal		\$27,520.58	
Projected Bank Balance After Anticipated Income				\$46,527.38
Completed Expenses				
Courtyard Reno		\$616.46		
Bank Fees		\$3.50		
STYD Signs		\$400.00		
Save-On-Foods		\$231.70		
Facility Rentals		\$396.90		
Pancake Griddles		\$73.48		
Spirit Wear		\$2,126.78		
Papa John's - Oct Hot Lunch		\$637.14		
	Expense Subtotal		\$4,485.96	
Projected Bank Balance as of Dec 5, 2018				\$27,041.42
Outstanding Liabilities				
Spirit Wear Refund		\$33.00		
Wild Wing - Nov Hot Lunch		\$978.13		
Stawnychy's		\$4,075.86		
Save-On-Foods		\$463.97		
	Outstanding Total			\$5,550.96
Final Projected Bank Balance				\$36,490.46

Matthew shared that the application for \$5000 from Strathcona County's Council Priority Funds was approved! This will greatly help as we move closer to the purchase of new barred instruments for our music room.

Jacquie Surgenor has been in contact with the provincial agency about the status of the matching grant application for the purchase of the instruments but we are still waiting for confirmation.

Karry Biri moves to accept the November treasurer report, Debbie Klita 2nd. All in favour: "Yes."

B.) Hot Lunch

Amy Churchill presented on behalf of Heidi Finch. The hot lunch committee would like to thank everyone for their timely orders and all their help for handing out lunches! January and February orders will be open from December 17 until January 8. No late orders will be accepted. Thank you and Merry Christmas!

C.) Stawnichy's

Amy shared that the Stawnichy's fundraiser had 70 orders (55 on-line, 15 paper) with approximately \$1900 profit. She thanks the team who helped distribute orders on delivery day and to parents for picking up!

D.) Spirit Wear

Debbie Klita presented the following report.

Summary of 2018 spirit wear orders:

32 orders 10 on-line (31%)

 22 paper (69%)

83 items were ordered for a total value of \$2137.00

2017 spirit wear

87 orders 47 on-line (54%)

40 paper (46%)

184 items were ordered for a total value of \$3611.00

Based on the low number of orders this year, my recommendation is that spirit wear is not offered the next school year.

Thanks to Mike for approving the cost of color paper forms, to Billie and Holly for getting the photocopying done and helping print out delivery reports, and for the support of spirit wear information on the school website!

Delivery was expected the last week of November but has not yet happened. The vendor provided an update this afternoon about our order. All of our items are in production, with the exception of water bottles. Production is about half finished and we can now expect delivery within the next 2 weeks. Water bottles are coming from Ontario and are scheduled to arrive at the Edmonton production facility on December 18th. Because of this late date, we will likely not receive our personalized water bottles before the Christmas break. Once I have received the bulk of our order, I will distribute it to families as quickly as I can. Thank you for your patience!

E.) Christmas Concert Raffle

Kim Scott and Debbie shared that this raffle fundraiser has begun, with all proceeds going toward the cost of the offsite annual Christmas concert event. (It costs the school approximately \$2000 for the venue rental and \$1500 to transport students for the afternoon rehearsal.) Tickets are \$2 each and there are 4 prize packages, each consisting of 1 prime parking spot with 2 reserved front row seats at the evening concert. Tickets can be purchased until Friday, December 7th, and the draw will be held at the school on the morning of December 10th and will be shared during a live Facebook video. Winners will be notified that same day.

F.) Pancake Breakfast

Krystal Gibson and Debbie shared information about the annual school pancake breakfast organized by Westboro Parents Group on the last day of school before Christmas break. It will be happening on Friday, December 21st and coincides with pyjama day. We are always looking for volunteers to cook, serve and clean up on the day of the event! We get great support from Kasia (from the Friends' Club Daycare & Out of School Care) who welcomes younger siblings so parents can help volunteer. Watch for a letter to families coming out next week with details on how to sign up.

This year, we are increasing the amount we ask families to donate per student from \$2 to \$3 to try to better our chances with cost recovery. Trouw Nutrition has already committed to donating up to \$300 towards purchasing sausages and Nottingham Sobeys has once again been approached to help with the fruit donation. Krystal is working on a dietary restriction list of customers and we will do our best to accommodate them.

G.) Shop Til Ya Drop

Amy presented a final report on the fall Shop Til Ya Drop event. The amount of income was \$1807.50. Expenses were \$400 for sandwich signs and \$198.45 for the gym rental. Total profit was \$1209.05.

The spring Shop Til Ya Drop event is scheduled for Saturday, April 6, 2019. If you are interested in joining the committee to organize and run this fundraiser, please contact us at westboroparents@gmail.com.

H.) Family Dance

Krystal presented on behalf of Jordana Penney. At this time of year, Jordana would like families to keep in mind items such as unused and unopened gifts could be donated towards the April 12, 2019, silent auction portion of the family dance. More information will follow early next year on how and when donations will be collected.

I.) School Request

Mike Lastiwka will submit a request for school pinnies once the grant for barred instruments has been decided.

J.) Open Questions

A request was made to have the school arrange a presentation by the Saffron Centre regarding safety and etiquette around on-line “friends”. Target audience would be Grade 3 and older students with parents to also be invited. Jacquie suggested first checking with Elk Island Public Schools Central Office to see if there are any free presentations available within the district.

Jacquie Surgenor moves to allocate up to \$200 for a Saffron presentation about on-line gaming safety and etiquette for students in Grades 3 through 6, Karry Biri 2nd. All in favour: “Yes.”

Next Meeting Date: Thursday, January 17, 2018 at 6:30 pm

Adjournment: Karry Biri moves to adjourn at 8:31 pm.