

**Westboro Parents Group  
Meeting Minutes  
April 24, 2019**

**Welcome and Introductions:**

Called to order 7:26pm (Krystal Gibson).

**Present:**

Janeen Bielby, Karry Biri, Matthew Bissett, Stacey Bouwers, Krystal Gibson, Debbie Klita, Mike Lastiwka, Kim Scott, Jacquie Surgenor, Chantel Werner

**Approval of Agenda:**

The agenda was amended for Krystal Gibson to present item 4.d) and to add Jacquie Surgenor to present Banned Instruments as item 4.f). Jacquie Surgenor moves to accept the amended agenda, Matthew Bissett 2<sup>nd</sup>. All in favour: "Yes."

**Approval of Minutes from Previous Meeting:**

Karry Biri moves to accept the minutes from March 14, 2019, Kim Scott 2<sup>nd</sup>. All in favour: "Yes."

**New Business:**

**A.) Treasurer Report**

Matthew Bissett shared the treasurer report for April 2019.

<b>Westboro Parents Group Treasurer Report</b>				
<b>Date:</b>	24-Apr-19			
<b>Closing Balance - as of Mar 31, 2019</b>				\$31,145.60
	<b>Income</b>	<b>Expenses</b>	<b>Subtotal</b>	<b>Balance</b>
<b>Income</b>				
Family Dance	\$2,103.75			
Spring STYD	\$1,725.10			
<b>Anticipated Income for Instruments</b>				
County Clothes Line Grant				
Bottle Drive - May 21				
		<b>Income Subtotal</b>	\$3,828.85	
<b>Projected Bank Balance After Anticipated Income</b>				\$34,974.45
<b>Completed Expenses - Before Mar-31</b>				
DJ Deposit		\$215.46		
Literacy Night		\$200.00		
Hot Lunch - March		\$798.21		
Bank Fees		\$3.50		
Photo Booth - from Dance Cash		\$230.00		
			<b>Completed Expense Subtotal</b>	\$1,447.17
<b>Projected Bank Balance as of April 24, 2019</b>				\$34,974.45
<b>Outstanding Liabilities</b>				
DJ - Family Dance		\$215.46		
Hot Lunch - April		\$1,151.33		
ASCA Reimbursements		\$790.00		
Penny Carnival - Held in Trust		\$784.28		
Dance Expenses		\$81.48		
Dance Expenses		\$64.98		
Dance Expenses		\$21.65		
			<b>Outstanding Total</b>	\$3,109.18
<b>Final Projected Bank Balance</b>				\$31,865.27

Matthew clarified the Family Dance Income, date of Projected Bank Balance and Final Projected Bank Balance with the correct information and will provide an amended treasurer report for the meeting minutes.

It was asked who will be receiving the ASCA Reimbursements. Both Karry Biri and Kim Scott have registered for this month's Alberta School Councils Association Conference and Annual General Meeting to represent Westboro School Council.

Jacque Surgenor moves to accept the amended treasurer report, Debbie Klita 2<sup>nd</sup>. All in favour: "Yes."

### **B.) Hot Lunch**

There was no hot lunch report.

### **C.) Spring Shop Til Ya Drop**

Karry Biri reported there was a good turnout for this fundraiser, however, we are likely not going to organize another spring season version of this event. Approximately \$1500 was raised and will be used towards Westboro Parents Group events and activities for the 2019-2020 school year.

### **D.) Family Dance**

Krystal Gibson presented the report on behalf of Jordana Penney. Jordana was very happy with the event and all the help she received to organize it. She has volunteered to lead the event again next year! We had more attendance this year than last but support for all 3 of the fundraisers (gift basket raffle, silent auction, photo booth) were much lower than in past years. We may consider holding just a dance next year as a way of building community rather than using the event as one of our two major fundraisers. Approximately \$2000 was raised and will be used towards Westboro Parents Group events and activities for the 2019-2020 school year.

### **E.) Executive Transition & Event Committees**

Krystal explained that at this time, we are looking for a parent volunteer to put their name forward for the Westboro Parents Group Vice Chair position and possibly the Treasurer position. The executive will transition at the May 30<sup>th</sup> Annual General Meeting (AGM). If you have questions about either position, their duties and time commitment, please contact her at [westboroparents@gmail.com](mailto:westboroparents@gmail.com).

A list of 2019-2020 Westboro Parents Group volunteer positions was also discussed.

*Parents Group Executive Positions*

Chair  
Vice Chair  
Secretary  
Treasurer

*Committees*

Kiss & Cry  
Hot Lunch  
Shop Til Ya Drop fundraiser  
Sausage fundraiser  
Pancake Breakfast  
Family Dance fundraiser  
Year End Staff Appreciation Lunch

*Other*

Logos Program Rep

The current hot lunch committee members have agreed to organize this activity for next year. Krystal and Debbie will head the pancake breakfast committee and Jordana will lead the family dance. Janeen will find out who will replace her as the Logos rep. All other areas will need parent volunteers in order to be successful! Questions about any of these positions can be emailed to Krystal at [westboroparents@gmail.com](mailto:westboroparents@gmail.com).

An idea was discussed about a compostable bag sale fundraiser for next year. Debbie will research preliminary details and include it in the May 30<sup>th</sup> AGM discussion of which fundraisers we plan to commit to for the next school year.

**F.) Barred Instruments**

Jacquie Surgenor provided an update on the steps taken thus far to help the school purchase new barred instruments for our music room. Fundraising for this school request began in the fall of 2017 and Westboro Parents Group has been able to allocate \$10,500 – about half of the cost of the replacement instruments. In May 2018, we applied for a matching provincial grant but were denied in December. Since then, we have secured a \$5000 donation from Strathcona County Council Priority Funds. Jacquie is submitting a \$2500 County Clothesline grant application next week which we should hopefully know in June if we are successful. Mike has said the school could provide up to \$2000 but the remaining amount still needs to be provided through fundraising efforts. A bottle drive has been organized for next month to help

with this. We still hope to be able to purchase these barred instruments in June to be ready for use in September.

**G.) Open Questions**

It was shared that a bottle drive has been organized for Tuesday, May 21<sup>st</sup> from 8:15am to 3:45pm in front of our school. Families are encouraged to start saving their bottles for this final fundraiser and to drop them off at the school on this day. All proceeds will go towards the purchase of new barred instruments for our music room.

The year end staff appreciation lunch is scheduled for Wednesday, May 15<sup>th</sup>. We always appreciate family support for this event so watch for letters coming home with students to see how you can help out!

**Next Meeting Date:** Thursday, May 30, 2019 at 6:00 pm  
Annual General Meeting

**Adjournment:** Karry Biri moves to adjourn at 7:55 pm.