

**Westboro Parents Group  
Annual General Meeting Minutes  
June 12, 2019**

**Welcome and Introductions:**

Called to order 7:08 pm (Krystal Gibson).

**Present:**

Janeen Bielby, Matthew Bissett, Krystal Gibson, Crystal Herbert, Leah Hesson, Debbie Klita, Mike Lastiwka, Kim Scott, Jacquie Surgenor, Chantel Werner

**Approval of Agenda:**

The agenda was amended to add Barred Instruments as item 4. b) with Jacquie Surgenor presenting and all items renumbered accordingly. Jacquie Surgenor moves to approve the amended agenda, Matthew Bissett 2<sup>nd</sup>. All in favour: "Yes."

**Approval of Minutes from Previous Meeting:**

Jacquie Surgenor moves to accept the minutes from the May 30, 2018, Annual General Meeting, Janeen Bielbly 2<sup>nd</sup>. All in favour: "Yes."

**New Business:**

**A.) Treasurer Report**

Krystal Gibson shared the treasurer report for the 2017-2018 school year.

Westboro Parent Group Treasurer Report				
Date:	2017 - 2018			
Opening Balance				11,326.85
	<b>Income</b>	<b>Expenses</b>	<b>Subtotal</b>	<b>Balance</b>
PayPal deposits	19,838.51			
Fundraising	13967.58			
Allocations	253.95			
			<b>Income Subtotal</b>	
			34,060.04	
				45,386.89
<b>Expenses</b>				
Hot Lunch		11,404.59		
Fundraising		8,657.13		
Allocations		4,577.32		
Misc		176.43		
Bank Fees		50.50		
			<b>Expense Subtotal</b>	
			24,865.97	
<b>Bank Balance</b>				20,520.92

Krystal explained we are working on a better system to track the money going into PayPal.

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

### **B.) Barred Instruments**

Jacque Surgenor shared the summary of the total amount raised:

- \$10,500 pledged from Westboro Parents Group (WPG) when applying for the CIP grant last year
- \$5000 from Strathcona County Council Priority Funds
- \$2000 County Clothes Line grant
- \$806.20 from the bottle drive
- \$165 from private donation

WPG was able to contribute a total of \$18,471.20 to help with the purchase of the new barred instruments. The cheque was presented to Mike Lastiwka during the meeting. The school has provided the remaining amount needed and Courtney Richard has ordered the instruments to be ready for the first week of school!

### **C.) Hot Lunch Report**

Debbie Klita presented the following report on behalf of Heidi Finch.

Donate A Lunch was extremely successful once again. It continues to offer many students a chance to get hot lunch when they may not otherwise be able to. This year (2018/19), we had \$1260 donated, \$910.25 was paid out for students in need, leaving us with \$349.75 to start the new school year in the fall.

We consistently used Papa John's and Wild Wing as they have both gone above and beyond our normal hot lunch expectations. Both vendors will be on our rotation for next year. We are also planning on bringing on Cobs and hoping to introduce Jugo Juice or Booster Juice to balance out all the yummy bread. We are also possibly looking at adding one more vendor at this time.

All in all, this year was quite successful.

With the change in the kinder schedule, we will go back to Friday hot lunch next year.

September 27, 2019	(KR)
October 18, 2019	(KL)
November 22, 2019	(KL)
December 13, 2019	(KR)
January 31, 2020	(KR)
February 21, 2020	(KL)
March 20, 2020	(KR)
April 17, 2020	(KL)

May 29, 2020 (KR)  
June 19, 2020 (KL)

Thanks and looking forward to the next school year. Have a great summer.

### **D.) Year in Review / Looking Forward**

Krystal shared the following list of what WPG was able to do for our students and our school in 2018-2019.

#### Activities and Events

##### Hot Lunch

~ once a month, hot lunch brought in from outside vendors and served by parent volunteers; Donate-a-Lunch program

##### Kiss & Cry

~ 2 mornings at drop off for kindergarten parents (both regular and Logos), first full week of school

##### Weekly Transportation for Grades 1, 2, 3 Swim Lessons

~ 8 Fridays, bus service from school to and from Kinsmen Leisure Centre

##### Spirit Wear

~ opportunity to order t-shirts, sweat pants, jackets, fleece blankets and personalized water bottles

##### Pancake Breakfast

~ coincides with PJ day on last day of school before Christmas break; fresh pancakes and sausages (all cooked by parent volunteers) and a fruit served in each classroom by parent volunteers

##### Crazy Bread Day

~ coincides with Crazy Hair Day; 2 pieces each of Little Caesars Crazy Bread served to every student and staff member (coordinated by hot lunch committee, served by parent volunteers)

##### Alberta Opera

~ annual touring production performed in January at an assembly

##### Penny Carnival

~ provide support with transfer of funds

##### Staff Appreciation Lunch

~ organized and hosted by parent volunteers at the school before the end of year

## Replacement of Barred Instruments

~ fundraised a total of \$18,471.20 for the past 2 years to help with the purchase of new barred instruments for music room

## Treats for Fun in the Sun Day

~ organized and served by parent volunteers

## Tools for Schools

~ August 27, 2019 – coordinate pickup for parents of school supply orders at the school

Krystal suggested changing what is provided on Fun in the Sun Day from a frozen treat to a bottle of flavoured water which would be served to each student at the beginning of the day. Janeen Bielby moves to change the September 26, 2018, allocation from “freezies for track day” to “treat for track day”, Matthew Bissett 2<sup>nd</sup>. All in favour: “Yes.”

Krystal led the discussion about looking forward to what WPG would like to organize and be able to commit to financially for the 2019-2020 school year.

- Continue with monthly hot lunch and Donate a Lunch programs.
- Organize the September Kiss & Cry event but change location from inside to outside of school, possibly at front entrance, to reach a larger group of parents than just kindergarten. Communicate the event through Mrs. Becigneul during their staggered start first week of school to reach more kindergarten parents.
- Continue supporting the school with an allocation for bussing but to redirect it from Division 1 swim lessons to Christmas concert rehearsal day.
- Offer spirit wear using a new vendor.
- Continue with December pancake breakfast day.
- Take a year off from crazy bread day as staff have commented this is too many treats when it is being served on the same day as hot lunch.
- Continue with Alberta Opera in January.
- Chantel Werner explained the Earth Rangers presentation earlier this month came to our school because we were nominated and an outside business sponsored it. She would love to have it come back to the school again. It costs about \$1000 and will be discussed again in the fall.
- Penny carnival may be changing. WPG will work with administration and the grade 6 teachers to help consult with grade 6 families in early fall about a different way to raise money for their year end trip to YoWoChAs.
- Continue providing a treat on Fun in the Sun day in June.
- Change the staff appreciation lunch from a 1 day event to possibly providing snacks in the staff room over a few days in a particular week. Mike suggests

any sentiment of appreciation always works well with our staff and if one large event is becoming too much work to organize, then anything smaller spread out over the year is also feasible.

- Jacquie suggested providing a welcome back gift to staff that she would organize. Jacquie Surgenor moves to allocate up to \$100 to create welcome back gifts for all staff, Leah Hesson 2<sup>nd</sup>. All in favour: “Yes.”

### **E.) 2018-2019 Fundraising**

Krystal reviewed the current list of WPG fundraising activities to get feedback on what to organize for next year.

Active fundraisers we would like to continue with are:

- After taking a year off from the Farm to School fundraiser, we will try to reactivate this fall.
- Shop Til Ya Drop in the fall and modifying the spring event to be similar to a garage sale.
- We will take a year off from selling Stawnichys as we’ve struggled the past few years in getting the minimum number of sausage rolls sold.
- Instead of the Christmas concert raffle, a silver collection will occur at the event.
- The family dance will occur again in the spring but without any fundraising activities during the event.
- Due to the success of the bottle drive we held last month, we would like to try for 2 bottle drives next year, perhaps to coincide with each set of the parent-teacher-student interview nights.

Passive fundraisers that were done throughout this school year will be continued again next year.

- Burst Energy
- Cobs Bread
- Mabels Labels
- United Way
- Wild Wing

Two new ideas to try for next year are a fundraiser with the Save on Foods Wye Road location and a no fuss fundraiser.

Details about the WPG Fundraising Policy can be found at:  
<https://www.westborelementary.ca/download/129261>.

## **F.) Open Questions**

It was suggested that a product to promote student movement in the classroom that was demonstrated at the Alberta School Councils Association conference could be helpful at our school. It will be brought forward again at a meeting next year.

## **G.) Elections**

WPG 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, courtyard revitalization and replacement of the barred instruments for the music room. The four executive positions are elected parent volunteers for a term of 1 year.

Janeen Bielby moves that for the 2019-2020 school year, Krystal Gibson continues to serve as Chair, Kim Scott is appointed as Vice-Chair and Debbie Klita continues to serve as Secretary, Leah Hesson 2<sup>nd</sup>. All in favour: "Yes."

Matthew Bissett will continue to serve as Treasurer until August 31, 2019, and the position will be open for election again at the September 18<sup>th</sup> meeting. We would like to also acknowledge Amy Churchill who was our Vice-Chair for the past 1.5 years and thank her for her time, energy and dedication to help build our school community!

**Next Meeting Date:** Wednesday, September 18, 2019 at 6:30 pm

**Adjournment:** Janeen Bielby moves to adjourn at 8:40 pm.