

## Westboro Parents' Society

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Westboro Parents' Society Minutes - October 8, 2024

7:30 p.m. School Library

*\*Indicates written report/attachment provided*

### Attendance

**Voting Members:** Christan Rasmussen (President), Hilary Schmidt (Vice-President), Carrie Bounds (Secretary), Allison McColl

### **Associate Members:**

**Others:** Shelby Labrecque (Principal), Tracey Prouse (Vice-Principal), Shelbi White (STEPS), Christine Cooper, Andrea Thibert, Myla Montillano, Howard Itunchak

- 1) Call to order at 7:38 p.m.
- 2) Review of Agenda  
Agenda approved as presented.
- 3) Approval of the minutes from May 22, 2024  
Minutes were approved as distributed
- 4) Westboro Parents Society Status Report: Christan Rasmussen
  - a) What is a Fundraising Society?
    - It is a registered non-for-profit society.
  - b) Westboro Parents' Society status report
    - Our school has recently lost our CRA charity status. We are currently working to get re-instated, and if that happens, we will once again be considered a charity and will have the freedom to expand our options to include raffles, etc.
    - Our purpose is to support the students with our funds, hold Staff Appreciations, sponsor events for parents, and be involved with the Alberta School Council Association.
- 5) Treasurer Report
  - a) Our society still requires a Treasurer to maintain and oversee our financials. Every big decision or sign off needs two or more signatures, so the Treasurer will not have complete power over funding- we are just looking for someone responsible to balance the books for Hot Lunch, Artist in Residence, and other such expenditures. Please contact the school if this is of interest to you.
  - b) Financial Report- *\*see attached*
  - c) Bank Update
    - Our Financial year is from September 1, 2024- August 31 2025
    - We covered the Parent Engagement Night

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- There is a current pause on Hot Lunch until we can get everything sorted with our new Bank Account.
  - We opened a new Bank Account with Servus Credit Union which will save us money every month on fees and will allow us to accept cheques or deposits without hassle.
  - Our new hot lunch program MunchALunch will now cost half the price with many more options to provide parents and students.
  - June 18, 2024, the executive had a virtual meeting to approve \$200 for staff departure gifts. The vote was unanimous.
- 6) A Look Ahead
- a) School Events
- Pancake Breakfast- the last Friday before Christmas Break
  - Art Cards are completed and have been sent in to be processed.
  - Alberta Musical Theatre Company will be Rapunzel this year.
  - Family Dance- we have decided to make this a cost recovery event- a community building experience and less of a fundraiser.
- b) Hot Lunch
- Nicole Rutkowski has stepped up to be the new Hot Lunch coordinator, and has chosen to pair up with MunchALunch going forward.
- c) Fundraising- currently 4 ongoing fundraisers
- Skip the Depot- Choose Westboro Parents Society and you can contribute your bottles from all over Canada
  - Save on Foods (Wye Road)- Save your receipts and send them in to the office, and they will give us 5% back of all our purchases.
  - Mable's Labels- Choose Westboro Parents' Society Sherwood Park
  - Cobs Bread (Wye Road)- mention Westboro
- 7) Open Discussion
- We'd like to hire a company to come do the set up and take down for the Fun in the Sun Day this year.
  - We've already paid our down payment to the Park Church for our school Christmas Concert. Instead of just relying on coin donations from attendees, we need to think of additional ways to financially contribute.
- 8) Adjourn 8:06 pm
- 9) Next Meeting November 19, 2024

Date	Debits / Credits	Balance	Description
Aug 31, 2024		\$4,630.29	CIBC Bank balance at time of last report
Sep 06, 2024	\$92.16		Save On Foods Deposit
Sept 27, 2024	(\$4,000.00)		Transfer to Servus Credit Union Account
Sept 27, 2024	(\$65.00)		CIBC Monthly Bank Fee
October 8, 2024		<b>\$657.45</b>	Current <b>CIBC</b> Bank Balance
Sept 27, 24	\$4,000.00		Opening Balance Servus Credit Union
October 8, 2024		<b>\$4,000.00</b>	Current <b>Servus Credit Union</b> Bank Balance
<b>Oct 08, 2024</b>		<b>\$4,657.45</b>	<b>Total Funds for ALL Accounts</b>
<b>Pending Transactions</b>			
		(\$235.20)	Chq #001 (SVU) MunchALunch Inv# 24-18303
		(\$235.20)	Sum of Pending Transactions
		<b>\$4,422.25</b>	<b>Working Balance</b>