

**Westboro Parents Group
Meeting Minutes
January 17, 2019**

Welcome and Introductions:

Called to order 8:02pm (Amy Churchill).

Present:

Janeen Bielby, Karry Biri, Matthew Bissett, Amy Churchill, Krystal Gibson, Leah Hesson, Debbie Klita, Mike Lastiwka, Courtney Richard, Jacquie Surgenor, Erin Tomkins, Chantel Werner

Approval of Agenda:

The agenda was amended to reflect Amy Churchill as Chair of the meeting on behalf of Krystal Gibson and for Debbie Klita to present item 4.b). Karry Biri moves to accept the amended agenda, Krystal Gibson 2nd. All in favour: “Yes.”

Approval of Minutes from Previous Meeting:

Krystal Gibson moves to accept the minutes from December 6, 2018, Jacquie Surgenor 2nd. All in favour: “Yes.”

New Business:

A.) Treasurer Report

Matthew Bissett shared the treasurer report for December 2018.

| Westboro Parents Group Treasurer Report | | | | |
|---|-------------------|------------|----------|-------------|
| Date: | 15-Jan-19 | | | |
| Opening Balance - as of Dec 31, 2018 | | | | \$28,302.77 |
| | Income | Expenses | Subtotal | Balance |
| Income | | | | |
| Pancake Breakfast | \$776.95 | | | |
| Paypal - Hot Lunches | \$3,000.00 | | | |
| | | | | |
| | | | | |
| Anticipated Income for Instruments | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Income Subtotal | | | \$3,776.95 |
| | | | | |
| Projected Bank Balance After Anticipated Income | | | | \$32,079.72 |
| Completed Expenses - Before Dec-31 | | | | |
| Westboro Christmas Raffle | | \$485.00 | | |
| Bank Fees | | \$8.50 | | |
| Pancake Breakfast | | \$189.07 | | |
| | | | | |
| | | | | |
| | | | | |
| | Expense Subtotal | | | \$682.57 |
| | | | | |
| Projected Bank Balance as of Jan 15, 2019 | | | | \$32,079.72 |
| Outstanding Liabilities | | | | |
| Debbie - Pancake Breakfast | | \$18.38 | | |
| Save-On-Foods | | \$731.14 | | |
| Little Caesars - Jan Hot Lunch | | \$1,125.21 | | |
| | | | | |
| | | | | |
| | Outstanding Total | | | \$1,874.73 |
| | | | | |
| Final Projected Bank Balance | | | | \$30,204.99 |

Karry Biri moves to accept the December treasurer report, Jacquie Surgenor 2nd. All in favour: “Yes.”

B.) Hot Lunch

Debbie Klita presented on behalf of Heidi Finch. Everything is going pretty well. This week, Heidi will finish booking vendors for this year’s remaining dates. The kindergarten schedule is changing next year so hot lunch dates will return to all Fridays. The committee will ensure each class alternates and gets a chance for hot lunch.

C.) Barred Instruments Grant

Jacquie Surgenor shared that Westboro Parents Group has received official notification that the Community Initiatives Program (CIP) grant that we applied for in May 2018 to help purchase new barred instruments for the music room was denied. This grant was for \$10,000 and made up half the project costs. Since we made the grant application, we have received \$5000 from Strathcona County Council Priority Funds. Without the CIP grant money, we are about \$4500 short and are looking for other ways to make up the difference.

Mike Lastiwka announced the school could provide \$2000. Jacquie will also apply for a grant through the County Clothes-Line Foundation. Ideas for other fundraisers were a bake sale during March parent-teacher-student interviews and bottle drives after the snow melts. We would like to be in a position to purchase the new barred instruments in June so they are ready for our students to use in September 2019 so watch for announcements of these future fundraisers!

D.) Christmas Concert Raffle

Debbie reported that 400 tickets were printed and sold for just over a week at \$2 each. A total of 245 tickets were sold. The draw was done the morning before the concert via a Facebook live video. With the \$5 budgeted for other expenses, a total of \$485 was donated directly to the school to help offset the costs of renting the venue (\$1225) and bussing needed for the afternoon rehearsal (about \$900). Thank you to Kim Scott for not only volunteering to take on this annual fundraiser but for the way she embraced it! Thanks also to Mike for his help with drawing the winning tickets and to Krystal for her help with the live video.

The school will consider doing a silver collection at the concert venue next year. It was recommended to do either the silver collection or raffle but not both so families don’t feel extra pressure to donate at a very expensive time of year.

E.) Pancake Breakfast

Debbie presented the following report.

December 21st Pancake Breakfast by the Numbers

organizing committee of 3 parent volunteers

planning starts 3 months in advance

expected number of customers = 425

[342 students (not KL) + 42 staff + 15 daycare + about 26 volunteers]

45 bags of Halos mandarins (over 600 oranges) generously donated by Nottingham Sobeys (4th year in a row!!) worth over \$200

16 volunteers cooked 19 packages of pork sausages (about 950 sausages) generously donated by Trow Nutrition (4th year in a row!!) worth \$300

5 gallon plastic pail & electric drill to mix up 7 bulk bags of pancake batter starting at 7:30am!

8 griddle cooking stations for 8 volunteer pancake flippers

8 carts for serving 16 classrooms, 2 portables & all other staff

18 volunteers served 2 pancakes with syrup, 2 (or 3) sausages, 1 orange to each customer

about 20 dietary restricted customers (students & staff) offered gluten-free pancakes, gluten-free sausages or turkey sausages

Total expenses were = \$207.45 + Save on Foods bill

Total of donations collected = \$776.95

Special thanks to!!!

- ~ Krystal Gibson for taking on the lead role for organizing committee
- ~ Nottingham Sobeys and Trow Nutrition for donating oranges and sausages for the fourth year in a row, saving us at least \$500 of extra expenses
- ~ PLACE2 class for helping pre-wash the Westboro Parents Group kitchen tools and supplies
- ~ Billie Jean for opening the school's front doors at 7:30am
- ~ Kasia and her staff at Friends Club Daycare who provide childcare for younger siblings so parents can volunteer
- ~ Krystal for her extra efforts to build an accurate list of dietary restrictions, finding the correct food products to accommodate them, and developing a system that easily identified these customers on breakfast day (who were less than 5% of the total number of customers)
- ~ Amy Churchill and Jenn Wolfe for cooking gluten-free pancakes, Mary Christenson for cooking gluten-free sausages, and Rhonda Lee for cooking turkey sausages

~ every Westboro family or staff member who contributed a griddle or roaster, who volunteered their time to cook sausages or pancakes, and who came to serve food and stayed to clean up

We truly could not continue with this long-standing school tradition without your support!

A recommendation was made to not serve seconds since students had already discarded their plates and utensils by the time the carts returned to their classrooms. It was agreed that may work better since leftover cold pancakes were served to students in most grades at lunch hour and went over very well.

F.) Allocations for 2019-2020

Krystal Gibson wanted to bring an awareness of change in the amount our fundraisers are making. She encourages parents to come to meetings when allocations are being voted on.

This is the list of 2018-2019 allocations approved at the September 26, 2018, Westboro Parents Group meeting:

| | |
|-------------------------------------|--------------|
| Bussing for Division 1 swim lessons | up to \$2000 |
| Grade 6 year end | \$300 |
| Staff luncheon | \$300 |
| Pancake breakfast | \$400 |
| Crazy bread | \$400 |
| Freezies for track day | \$400 |
| Alberta Opera | \$1000 |
| Tool box | \$200 |
| Parent engagement | \$300 |
| Hotlunches.net | \$400 |
| Emergency hot lunch | \$400 |
| AGM food & refreshments | \$150 |

For the past few years, school requests have increased and Westboro Parents Group fundraisers have brought in less profit than in the past. We are looking for input on which activities to continue with and how best to support them in the next school year so we can plan accordingly.

G.) School Request

Erin Tomkins made a formal request to ask for financial support for next month's evening literacy event at the school. Krystal Gibson moves to re-allocate up to \$200 from the parent engagement allocation (\$300 approved on September 26, 2018) towards purchasing items for the February 26th Family Literacy Event, Karry Biri 2nd. All in favour: "Yes."

H.) Open Questions

There were no open questions.

Next Meeting Date: Wednesday, February 20, 2018 at 6:30 pm

Adjournment: Krystal Gibson moves to adjourn at 8:53 pm.