



Lakeland Ridge Parents Action Society

The mission of the Lakeland Ridge Parents Action Society is to contribute classroom and program resources that would otherwise not be available in order to improve and enrich the educational experience of our children.

ANNUAL GENERAL MEETING MINUTES

Tuesday October 13, 2020, 7:30pm

In attendance:

Michelle Lyster - Chair	Amy Dieser – Vice Chair	Kathleen Engel – Treasurer
Terri Ackroyd – Hot Lunch Coordinator	Kim Heit – Director at Large	Kerri Holmes - Secretary
Melissa Kerr – Vice Principal	Jeff Huculak - Principal	Jennifer FERENCE – Vice Principal
Parents (

	Agenda Item	Person(s) Responsible	Minutes
	Call to Order	Michelle Lyster	1 min
Conclusion:	Meeting called to order at 7:52 pm		
	Introductions - round table	All	2 min
	o		
	Approval of Last Meeting Minutes	All	1 min
Discussion:	January 2020 Minutes approved as presented. Motioned by Michelle Lyster. Seconded by Kim Heit		
Conclusions:	Approved as presented		
	Approval of Agenda	All	1 min
Discussion:	Motion made to approve Agenda as presented. Motioned by Michelle Lyster. Seconded by Kim Heit		
Conclusions:	Approved with no changes		
	Election of Board Positions for Lakeland Ridge Parent Action Society	Michelle Lyster	15 min
Discussion:	Jeff reviewed roles of each position. If more than one nominee a vote by email will take place.		
Conclusions:	See chart below for the election results.		
Actions:	None	Assigned To:	
		Due date:	
	Financial Report (to Month Year)	Kathleen Engel	10 min
Discussion:	<ul style="list-style-type: none"> o School shutdown in March required significant refunds o Total refunds just over \$10,000 to parents, \$3000 went to Food Bank for those parents who wished to direct their refund to charity 		

	<ul style="list-style-type: none"> ○ Approx \$200 in bank fees for processing all refunds ○ For Sept – March, school raised \$12,600 for 2019-2020 ○ Casino funds do not need to be utilized this year (brought in \$19,800) ○ Year end statements: Drafts were finalized. Audit will be needed by two volunteers. Done in November, reporting is due early December 		
Conclusions:	Michelle motioned for approval of bank fees. Seconde by April Childs. Carried.		
Actions:	Audit 2019-2020 Financials	Assigned To:	Kerri Holmes & Kim Heit
		Due date:	Nov 20, 2020
	Fundraising Updates		
	A) Hot Lunch Report	Michelle Lyster	5 min
Discussion:	<ul style="list-style-type: none"> • Not able to do this year due to COVID-19 		
Conclusions:			
Actions:	N/A	Assigned To:	
		Due date:	
	B) Admazing / Loyalty Card		1 min
Discussion:	<ul style="list-style-type: none"> ○ Drama not doing. Too high-touch in Pandemic. ○ Business approached to see if there was interest in loyalty card. Again due to high-touch, deferred to non-Pandemic times. 		
Conclusions:			
Actions:	N/A	Assigned To:	Kathi Engel
		Due date:	Feb 28, 2020
	C) Little Caesars	Michelle Lyster	1 min
Discussion:	<ul style="list-style-type: none"> ○ Deferred at this time due to high touch and significant labour to distribute 		
Conclusions:			
Actions:	N/A	Assigned To:	Kathi Engel
		Due date:	Feb 28, 2020
	D) Grants	Michelle Lyster	10 min
Discussion:	<ul style="list-style-type: none"> • Will be watching for grant opportunities 		
Conclusions:			
Actions:	N/A	Assigned To:	
		Due date:	
	E) Online / No Contact options	Michelle Lyster	3 min
Discussion:	<ul style="list-style-type: none"> • Flip Give – similar to e-bates • Cobbs Bread – let them know you're with Lakeland and school gets % • School Labels – same as Cobbs • Bottle depot bin on school site was followed up and determined not logistical 		
Conclusions:	PAS has reasonable funds so significant fundraising is not critical at this time		
Actions:	Investigate Flip Give and set up if possible	Assigned To:	Michelle Lyster
		Due date:	
	New Business		
	A) Leader in Me Annual Expenses for 2020-2021 Year	Michelle Lyster	7min
Discussion:	<ul style="list-style-type: none"> • Motion to accept \$2500 expense made by Sheri Staigh; seconded by Kim Heit. Carried. 		
Conclusions:			

Actions:		Assigned To:	
		Due date:	
	B) Teacher Expenses	All	12 min
Discussion:	<ul style="list-style-type: none"> ○ Motion to accept \$1000 expense for Teacher Appreciation made by Sheri Staigh; seconded by Kim Heit. Carried. ○ Discussed a \$100 donation to each teacher to put towards classroom again. ○ Motion to spend \$100 on all staff members Sheri Staigh. Seconded by Catherine Martin. Carried. 		
Conclusions:			
Actions:	Staff list to be provided to Treasurer.	Assigned To:	Kathleen Engel
		Due date:	
	Next Meeting Date		1 min
Conclusions:	February 9 th , 2020. Time TBD.		
	Adjourned @ 8:38pm	All	

Election Results for Board of the Lakeland Ridge Parent Action Society 2019/20 School Year

Position	Nominee	Motioned by	Seconded by	Result
Chair	Michelle Lyster	Will let name stand	N/A	Carried
Vice-Chair	Amy Dieser	Will let name stand	N/A	Carried
Treasurer	Kathleen (Kathi) Engel	Will let name stand	N/A	Carried
Secretary	Kerri Holmes	Will let name stand	N/A	Carried
Director-at-large*	Kim Heit	Will let name stand	N/A	Carried
Director-at-large*	Catherine Martin	Will let name stand	N/A	Carried
Director-at-large*	<i>vacant</i>			