

Lakeland Ridge Parents Action Society
Meeting Minutes
November 16, 2015, 6:30 p.m.



Attendance:

Annette Hubick, Chair	Andrea Cundliffe
Amy Dieser, Vice Chair	Julie Hofman
Daniell Witzke, Director-at-large	Darlene Christopher
Sherry Smith-Miranda, Director-at-large	Kevin Staigh
Terri Ackroyd, Director-at-large	Jeff Moore
Karla Satchwell, Principal	Matt White, teacher

1. Call to Order

The meeting was called to order by Annette Hubick at 6:33 p.m.

2. Introductions and Opening Remarks

Introductions around the room by each attendee.

3. Approval of/Additions to the November 2015 Agenda

Daniell Witzke made a motion to approve the November 2015 agenda. Second: Terri Ackroyd. Carried unanimously.

4. Approval of/Additions to the October 2015 Minutes

Daniell Witzke made a motion to approve the October 2015 minutes. Second: Andrea Cundliffe. Carried unanimously.

5. Call for Nominations for vacant positions (2015-2016), Annette Hubick

- Annette Hubick explained that Sheri Staigh has stepped down from the position as vice chair because she is now employed with EIPS
- Annette Hubick nominated Amy Dieser for the position of vice chair. Amy allowed the nomination to stand and the nomination was seconded by Daniell Witzke. Acclaimed.
- Annette Hubick called for nominations for the position of secretary. There were no nominations. The position remains vacant.
- Terri Ackroyd expressed interest in the Director-at-large role. After confirming the responsibilities she self nominated for the position. This was seconded by Daniell Witzke. There were no other nominations. Acclaimed.
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6. Signing Authority, Annette Hubick

- Due to the change at executive in the 2015-2016 year, bank account signing authority needs to be updated.
- Sherry Smith-Miranda made a motion to remove Tracy Simons as having signing authority on the Lakeland Ridge Parents Action Society bank account. Andrea Cundliffe seconded the motion. Carried unanimously.
- Sherry Smith-Miranda made a motion to add both Annette Hubick and Terri Ackroyd as having signing authority on the Lakeland Ridge Parents Action Society bank account. Andrea Cundliffe seconded the motion. Carried unanimously.

7. Fundraiser Reports, Annette Hubick

- A. Hot Lunch Report, Terri Ackroyd

- Terri reported that there was an issue with volunteers for the Nov. 16 hot lunch. Only 10 people volunteered and only 6 of those showed up.
- There was some discussion about whether older students could help (such as drama students), but there was concern about when they will have time to eat. Terri will look into sending out a second request if she is short again.
- Terri is looking to add 2 lunches per month for the next session. She is considering three new vendors – Edo, Fat Burger and Mucho Burrito
- Terri is also considering adding a hot dog option to some/all of the next set of hot lunches (in addition to the featured vendor). It was agreed to trial this for a 3 month period. Karla offered a portable oven to heat the hot dogs. Terri will look at the expected volunteer demand if she makes this change.

B. Casino Report, Daniell Witzke

- Our casino dates for Camrose are Jan. 31 and Feb. 1
- All Sunday volunteer spots are filled
- One volunteer is still needed for Monday night
- Daniell would also like to have several back-up volunteers. Please let Daniell know if you can help; friends and relatives are also welcome
- At the last casino a car pool was arranged; she will look to do that again

C. Purdy's Report, Andrea Cundliffe

- 55 orders have been submitted totally \$5402 (25% of which is profit)
- Last year many orders came in during the last few days. Andrea is also working to track down any manual orders that were submitted to teachers
- Volunteers are still needed to sort and distribute the chocolate on Dec. 9. This will be arranged out of the library from 1:00 to 6:00. Please let Andrea know if you can help

8. Chair Report, Annette Hubick

- The cost of replacing the playground sand with “pour in place” rubber surface. The cost is \$150,000-\$225,000 PER playground.
- Met with principal Satchwell to get a better understanding of school needs and priorities.
- Discovered that there are grants through Strathcona County and Alberta Government that are available – especially applicable to Drama Club.

9. Treasurer's Report, Annette Hubick

- Randy was unable to attend the meeting but Annette is working with him to have an updated report for the next meeting.

10. New Business, Annette Hubick

A. Total Funding Policy

- Annette has been working with school administration to compile funding requests. She also has collected fundraising ideas. Both of these items were distributed via email to everyone that attended the October 2015 PAS meeting. They were also available in hard copy at the meeting.
- Philosophy of PAS is to end the year with a significant balance. In 2015-2016, we will be spending money raised in 2014-2015. Similarly, we are currently raising funds for distribution next year.

B. Funding Requests

- It was previously agreed that all money raised from the 2015-2016 sale of SUTP would be allocated to drama. No other funds (from routine fundraising) will be allocated to drama this year.
- In future years, it may be more efficient to manage SUTP sales through PAS. There were some issues this year with having all sales through the office. Ultimately, drama would like ~ \$4000 annually from PAS. There was some discussion on possibly increasing ticket prices to offset the amount of money needed from PAS.
- All the current project funding requests for 2015-2016 were reviewed. Sherry Smith-Miranda made a motion for PAS to fund the following requests (listed below), the motion was seconded by Daniell Witzke. Carried unanimously.
 - Ice machine (up to \$169)
 - Week of welcome fun day (up to \$4,250)
 - Concrete Theatre (up to \$2,860)
 - Klondike Rag (up to \$700)
 - Family Winter Carnival (up to \$200 for hot chocolate)
 - Winter assembly (up to \$650)
 - June assembly (up to \$650)
- Other project funding requests were not supported at this time but can be brought forward at future meetings.
- All decisions on equipment funding requests (which will likely be funded using casino funds) were deferred until the next meeting.
- It was noted that drama intends to go ahead with microphones, belt packs and receivers even if PAS does not support. Drama currently has ~\$5000 from last year and drama parents are intending to raise their own funds, if necessary, because rentals for this particular equipment are unreliable.
- Daniell Witzke will follow-up on gaming regulations to determine whether casino funds can be used for drama if:
 - Drama intends to rent those microphones to other schools
 - Drama pays for them first (can casino funds reimburse items already purchased?)

C. Fundraisers

- There was a discussion about PAS supporting home-based businesses as fundraisers. Historically, PAS has not done any fundraising in this manner. It was decided that, for now, we will maintain that philosophy. It was discussed that we may wish to hold a home business open house whereby we invite several to the school on the same night and charge a table rental (this is done at other schools).
- It was decided that there will not be another fundraiser before Christmas. Due to time, decision on what other fundraisers to have this year was deferred to the next meeting.

11. Next Meeting Date/Adjournment:

The next meeting will be held December 15 at 7:00 in the school library. The meeting was officially adjourned at 9:25 p.m. Motion: Terri Ackroyd Second: Sherry Smith-Miranda. Carried unanimously.