**Lakeland Ridge Parents Action Society**

**MEETING MINUTES**

Tuesday, December 15, 2015

Attendance:

Annette Hubick, Chair Randy Schaff, Treasurer Sherry Staigh

Amy Dieser, Vice Chair Daniell Witzke, Director Karla Satchwell, Principal

Terri Ackroyd, Director

1. **Call to order**

The meeting was called to order by Annette Hubick at 7:04 p.m.

1. Introductions

This item was skipped since the participants were all familiar with each other.

1. Amendments to/Adoption of Agenda

Annette added “8a, v: request for reimbursement of music instrument purchase.” Daniell Witzke made a motion to approve the December 2015 agenda as amended. Second: Amy Dieser. Carried unanimously.

1. Amendments to/Approval of past minutes

Daniell Witzke made a motion to approve the November 2015 minutes. Second: Randy Schaff. Carried unanimously.

1. Call for nominations for vacant position – Secretary

No one has come forward to volunteer for this position. Attendees will continue to take turns taking meeting minutes. Annette volunteered to do so for this meeting.

1. Fundraiser Reports
   1. **Casino (volunteer status) – Daniell Witzke**

License is in hand. Volunteer slots have all been filled.

* 1. **Hot Lunch – Terri Ackroyd**

2016 Plans

The plan is to proceed with offering hot lunch twice monthly beginning in January, 2016. However, due to challenges with the lack of volunteers showing up, hot dogs will not be able to be offered as an alternate option as was previously planned. Terri is exploring new vendors to offer a variety of healthy option—criteria include offering gluten-free and vegetarian options.

Volunteers

The biggest problem is having enough volunteers for the distribution function. Despite almost 60 people signing up to volunteer at the beginning of the school year, only about 10 are showing up each hot lunch. Going forward, Terri will be changing the ordering system to include the opportunity to sign up to volunteer.

* 1. **Purdy’s – Andrea Cundliffe**

Andrea was absent so Annette shared the results on her behalf. Net proceeds to PAS were $3647.91.

* 1. **Student Union Ticket Packs – Annette Hubick**

Total sales were $12,970.00 with PAS earning $6208.00 100% of which were donated to the LLR Drama Club who ran the fundraiser. Annette noted that next year, the fundraiser information needs to go home with students at the beginning of the school year. Discussions as to if and how drama club will be responsible for the fundraiser are to take place in spring 2016.

1. Treasurer’s Report – Randy Schaff

Randy reported that all is going well with the collections and payments for fundraisers to date. Annette asked why there was a $1475 Leader in Me expense in September when it had been previously reported that PAS’s LIM obligations were completed. Randy advised that the bill was for an annual licensing fee but is not informed as to what bills to expect in the future for the program.

***Action item:*** Karla Satchwell will investigate if and what funding will be required for LIM going forward.

Randy advised that the PAS accounting is done on a cash basis as opposed to an accrual basis. Annette said that an accrual basis would give PAS a better sense of actual results in any given year and asked if it could change to the accrual method going forward. Randy did not think this would be a big problem and would do so.

***Action item:*** Randy to change PAS accounting recording and reporting to the accrual method.

1. Old Business
   1. **Use of casino funds – Daniell Witzke**

Daniell spoke with Alberta Gaming office to get answers.

* + 1. *Can funds be used to reimburse for purchases made before casino?*

YES.

* + 1. *Can funds be used for items that will generate rental revenue?*

NO.

There was discussion and agreement that decisions on how to spend casino funds will wait until at least the spring when PAS is notified as to actual amount, that PAS has two years to allocate those funds and may choose to wait to see what needs arise and/or if any grant applications are successful.

* 1. **Grant applications (re: Drama Club) – Annette Hubick**

Annette reported that due to personal reasons, Mr. White was unable to collaborate on submitting grant applications to Strathcona County and the Alberta Government in time for their fall deadlines. The goal was to attempt to defray the cost of the microphones drama club is purchasing, and therefore the amount being requested of PAS.

There were questions regarding the impact of any grants on the drama club’s request for microphones. Principal Satchwell stated she is working directly with the drama club on this issue and that going forward all staff funding requests and communication would funnel through her.

* 1. **Fundraiser investigations**
     1. Panago certificates – Annette Hubick
* Local owner is booked for the year but would make an exception for LLR because of the hot lunch business we do with her.
* 250 medium pizza certificates max could be sold = $1000 potential for PAS. $6 cost to us; $10 to sell (med pizza retails for around $14); 3-month expiry; can use more than one at once if you call it in (online only set up for single redemption). Valid at Panago across the country.
* She can accommodate any month but March.
* If it goes well and we want to do again next year. If we book early enough, she would give us 500 one month next year = $2000 potential.
  + 1. Bingos – Daniell Witzke

As PAS is approved for casinos, we would easily be approved for bingos.

There are no bingos close to Sherwood Park that are accepting new non-profit groups; requires a commitment of 5 volunteers every 3-6 weeks, including some daytime shifts.

1. New Business
   1. **Fundraising**
2. Idea review
3. Fundraiser selection/plan
4. Fundraiser committee leads

For items i.-iii., PAS members discussed several possible fundraisers and made selections based on several criteria: willingness of someone to take the lead, past success, experience of other schools, volunteer demands, ease, results potential and total fundraising goal (approximately $15,000/yr). Consideration was also given to keeping the number of fundraisers reasonable. The table below summarizes the fundraising plan for the balance of the 2015/16 school year.

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| --- | --- | --- | --- |
| **Fundraiser** | **Yes/No** | **Lead** | **Notes/Action** |
| Confetti Sweets & Mundare Sausage  “Meats & Sweets” | Yes | Andrea Cundliffe  Sheri Staigh | Certificate sales for CS (not the baked goods – required guaranteed minimum and distribution would be a hassle). Will use online ordering through Hot Lunch website provider.  School van can be used for meat product pick up. Need to coordinate with Admin. |
| Panago | Yes | Sherry Smith-Miranda (tentative) | Timing dependent on Confetti/Mundare. Can be any month but March. Thinking April or May. |
| Paint Nite | Yes | Annette Hubick |  |
| Spring Concert VIP parking and seating packages + DVD sales | Yes | TBD | Amy Dieser to investigate how other school did this. Principal Satchwell to contact Bev Facey regarding video production services. |
| **Fundraiser** | **Yes/No** | **Lead** | **Notes** |
| Write-on Stationary | Yes | Principal Satchwell | Approved at previous meeting. 10% of sales will go to PAS. |
| Bingo | No |  | Due to volunteer requirements |
| Bingo at the school | No |  | Due to regulations |
| Greenland | No |  |  |
| Little Caesar's Pizza Kits | No |  | Opted for the lower volunteer demands of Panago certificates instead. |
| Movie Night w/ silent auction | No |  | Don’t want to go back to the donor well so soon + lots of volunteers required |
| Movie Night no S/A | No |  | Not a great fundraiser but would be good to have one. Would suggest that School Council or other parents organize one. |
| Perennial Sale | No |  | No one present had the knowledge or time to lead. |
| Spring Bulbs | No |  | Felt that two more product fundraisers were enough in terms of donor and volunteer fatigue. |
| Tradeshow | No |  | This would be better suited to the fall for Xmas shopping. Deferred decision to Spring. |
| WEM Attraction Passes | No |  | Great potential but great risk. Perhaps another time in conjunction with another school. |

***Action item:*** Annette will send out an email to the PAS parent email database iteming those fundraisers that will be undertaken as well as those we thought were good ideas but would need other parents to lead and coordinate.

PAS will decide the timing of the fundraisers early in the New Year either at a meeting or by emails.

1. Grant search and applications

Principal Satchwell said that she will be coordinating the application for these (another deadline in the spring) and other grants going forward. The success of these applications could impact on the funding requests that were made to PAS.

* 1. **LLR School Council funding request**

Annette reported that although aware that LLR SC plans to request funds from PAS, no official request has been received so there is nothing for PAS to decide on at this time.

* 1. **Request for reimbursement of music instrument purchase**

Item tabled to until the next meeting.

1. Adjournment at or before 9:00 PM

The meeting was officially adjourned at 8:42 p.m. Motion: Amy Dieser. Second: Terri Ackroyd. Carried unanimously. No date was set for the next meeting.