**Lakeland Ridge Parents Action Society**

**MEETING MINUTES**

Tuesday, February 16, 2016

Attendance:

Annette Hubick, Chair Randy Schaff, Treasurer Darlene Christopher

Amy Dieser, Vice Chair Julie Hoffman Chelsea Kalvin

Terri Ackroyd, Director Michelle Lyster

Karla Satchwell, Principal

1. **Call to order**

The meeting was called to order by Annette Hubick at 7:02 p.m.

1. Introductions

Everyone introduced themselves.

1. Amendments to/Adoption of Agenda

Motion: To accept the February 16, 2016, agenda. Moved: Amy Dieser. Seconded: Terri Ackroyd. Motion carried.

1. Amendments to/Approval of past minutes

**Motion:** To approve the December 15, 2015, minutes. Moved: Amy Dieser. Seconded: Julie Hoffman. **Motion carried.**

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) – Annette Hubick on behalf of Daniell Witzke**

* Two days were completed by the following volunteers:  Randy Schaff, Sheri Staigh, Rebecca Petti, and Sherry Marianda Smith (day one);   Annette Hubick, Daniell Witzke, Debbie Jones, Leslie Jones.
* Casino advisor tried to move our casino to St. Albert however we were unsuccessful.
* Our request for casino licence is now complete as we re-apply the day after we complete our casino. We have been slotted to have our next casino in Oct-Dec, 2019.
* Funds should be released around May of 2016.
  1. Hot Lunch – Terri Ackroyd
  + Round 2 of Hot Lunch resulted in gross sales of $15,090.40 and net profits of $4095.00.
  + Enough volunteers signed up to help execute the program.
  + Terri asked about whether order cycle should be once, twice or three times per year. Attendees voiced pros and cons of all options but majority agreed that at least

twice/year if the program remains twice/month. Consideration was given to survey parents at the end of the year to ask about frequency, vendors, etc.

* 1. Meats & Sweets – Annette Hubick on behalf of Sheri Staigh.
* Total sales from the Meats & Sweats fundraiser are $6959.50. There were 49 cookie gift certificates sold resulting in $196 profit. Mundare sausage accounted for $6224.50 in sales. The estimate of what we owe Stawnichy’s is $4940.05 (this might change slightly as they do not give out final pricing until the order is completed, which would net PAS $1284.45. Total profit from this fundraiser $196+$1284.45= $1480.45.
* Last year we made about $2522 on Stawnichy’s alone. Reasons for the decrease in sales were discussed.
* Annette reported that she received one email from a parent who objected to only being able to pay via PayPal. The group agreed that any decrease in sales due to people not liking the online payment system was less important than the significant number of volunteer hours that would be required to manually tabulate, organize and deposit orders.
  1. Paint Nite – Annette Hubick
* Minimum of 35 tickets sold was achieved so the event is a go for Monday, March 7, 2016 at Average Joe’s. Annette reported that once the location and date is secured, it’s a very easy fundraiser to do.
  1. Spring concert—Amy Dieser and Karla Satchwell
  + Amy advised of how another school ran its VIP seating and parking raffle, as well as video sales. Raffle tickets were sold for $2 and concert videos were “sold” by donation, raising a few thousand dollars.
  + Karla was inquiring with SAL as to whether students could provide video recording services with the intent being to sell copies of the performance to parents.
  + Karla requested that any funds raised go first toward offsetting the cost of venue rental and bus transportation for the spring concert. Attendees discussed the pros and cons of doing this and came to realize that the point was moot as there was no volunteer willing to lead this initiative.

Motion: That PAS not do the spring concert fundraiser and that the opportunity can be passed on to other parties per school administration’s decision. Moved: Michelle Lyster. Seconded: Randy Schaff. Motion carried.

* 1. Panago – Sherry Smith-Miranda

Sherry was not in attendance.

* 1. **Grant applications – Karla Satchwell**
* Karla advised that she had prepared a Heritage fund grant application to help defray the cost of field trips. The application needed to come from PAS and as chair, Annette signed the application.
* Two other grant applications required PAS’s endorsement and agreement to share in some of the project costs. Because quotes were still being gathered, the exact amount being requested of PAS was not yet known. However, delaying a decision would result in missing the grant application deadlines so PAS members were asked to vote on supporting the applications in principle. If applications are approved, PAS would then vote on the amount of funds to contribute, if any.

**Motion:** To support the application for Community Initiative Project (CIP) funds for indoor seating areas in the school with the amount of support, if any, to be voted on at a future meeting. Moved: Terri Ackroyd. Seconded: Michelle Lyster. **Motion carried.**

**Motion:** To support the application for a grant to fund an artist-in-residence from Rhythm Alberta (drumming). Moved: Julie Hoffman. Seconded: Michelle Lyster. **Motion carried.**

1. **Treasurer’s Report – Randy Schaff**

Randy presented an update of PAS financials.

1. **Old Business**
   1. Request for funds
      1. music instruments – Annette

The music department is requesting reimbursement for its purchase of high quality beginner instruments to be used by grades 4 to 6.

**Motion:** To approved payment of $1290.45 for music instruments.   
Moved: Michelle Lyster. Seconded: Terri Ackroyd. **Motion carried.**

* + 1. drama microphones – Karla

Karla reported that the drama club purchased microphones using its reserves and is in a good financial position. No funding is being requested from PAS at this time.

1. **New Business** 
   1. Bylaw amendment re: requirements to hold PAS executive position
   * Annette reported that she found out a special resolution will be required to make any changes to PAS bylaws.
   * Specific regulations to be followed are set out under the Societies Act.
   * The group discussed also changing the bylaw where prohibiting school employees from being voting members. It was agreed that this made sense for principals and teachers due to conflict of interest concerns, but not for parents who worked in positions such as lunch room supervisors.
   * Annette will investigate whether this bylaw can be amended and will review current bylaws to see if there are any others that warrant updating.
   1. Funding requests
      1. Water Bottle Fountain Retrofit

The request to pay for converting the school’s water fountains to include water bottle fillers was discussed.

**Motion:** To allocate up to $1000 to cover the costs of ONE water bottle fountain retrofit to be placed where administration determines is the best location. Moved: Darlene Christopher. Seconded: Julie Hoffman. **Motion carried.**

* + 1. Buddy Bench

Karla advised that the $200 that PAS had previously granted to cover the cost of painting an existing playground bench to be a buddy bench would be insufficient due to Strathcona County regulations. It would now cost $1310 to purchase and install a bench from SC that would have a coloured base and a plaque. Darlene suggested that PAS apply to our SC Councillor for priority funds to cover the cost and agreed to spearhead this process.

1. Adjournment

Motion: To adjourn the meeting at 9:05 p.m. Moved: Terri Ackroyd. Seconded: Julie Hoffman. Motion Carried.