



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 23, 2018, 6:30 PM

In attendance:

| | | |
|------------------------------|----------------------------------|----------------------------------|
| Michelle Lyster, Chairperson | Amy Dieser, Vice Chairperson | Kathi Engel, Treasurer |
| Teresa Bladon | Vanessa Hoyle | Terri Ackroyd, Director-At-Large |
| Ryan Marshall, Principal | Jen Ference, Assistant Principal | Catherine Martin |
| Kim Heit | Sherry Wegner | |

1. Call to order

The meeting was called to order by Michelle Lyster at 6:34 p.m.

2. Introductions

Round table introductions of attendee

3. Approval of September 2018 Minutes

Approved as presented by consensus

4. Approval of Agenda, with additions

Added discussion topics of:

- movie night fundraiser
- new administrative spend request

Approved by consensus with additions

5. Election of the Board of the Lakeland Ridge Parent Action Society

| Position | Nominee | Motioned by | Seconded by | Result |
|--------------------|------------------------|-----------------|----------------|---------|
| Chair | Michelle Lyster | Kathleen Engel | Amy Dieser | Carried |
| Vice-Chair | Amy Dieser | Terry Ackroyd | Kathleen Engel | Carried |
| Treasurer | Kathleen (Kathi) Engel | Terry Ackroyd | Amy Dieser | Carried |
| Secretary | Kathleen (Kathi) Engel | Michelle Lyster | Amy Dieser | Carried |
| Director-at-large* | Terry Ackroyd | Amy Dieser | Kathleen Engel | Carried |
| Director-at-large* | Catherine (Cat) Martin | Michelle Lyster | Kathleen Engel | Carried |
| Director-at-large* | Kim Heit | Michelle Lyster | Kathleen Engel | Carried |

*up to 3

With the election of a new treasurer, Michelle will undertake to have Shawna Resalat (outgoing treasurer) removed as signing authority and Kathleen Engel (incoming Treasurer) added.

6. Year-End Finance Report

Presented by Kathi Engel & Michelle Lyster

- a. Draft Year End Statements are ready for review and discussion at AGM in October
- b. Profit from fundraising for 2017/18 school year was \$20,548 (\$18,457 from Hot Lunch at 26% profit)
- c. Casino funds were spent in full by the end of the year meeting our time line obligation for spend with AGLC. All reporting to AGLC is up to date so we can apply for hosting etc when/if desired.
- d. As result of casino fund spend and requirement focus being on those items General cash grew keeping overall net cash for PAS at \$25K. We continue to earn and spend a balanced amount of funds each year.
- e. General commitments for 2018/19 year so far that were committed at the end of the 2017/18 school year include:
 - i. \$12,000 towards the bouldering wall
 - ii. Regular ongoing annual commitments for hot lunch, baby sitting, Leader In Me, and the movie night carry forward from last year

7. Appointment of members to audit financial records

| | | |
|--------------------|---------------|----------------|
| Member | Cat Martin | Teresa Blandon |
| Motioned by | Amy Dieser | Amy Dieser |
| Seconded by | Terri Ackroyd | Terri Ackroyd |
| Result | Carried | Carried |

Statements and books were provided to Cat and Teresa at the end of the meeting. Electronic file to be emailed to them on October 24th.

Review to be completed and feedback provided to Kathleen by November 30th, 2018 to ensure we remain on track with on time reporting to various agencies going forward.

8. Fundraising Update

- a. Hot Lunch Update
 - i. Record number of ordering for this first session. 540 orders Revenue \$18K. estimate \$5K profit.
 - ii. Maxed out on Volunteers for all lunches. Cancellations are still a reality but we can
 - iii. Lighthouse kids (Gr. 5/6) have been approved to be available each hot lunch going forward.
 - iv. News letters will be created and distributed by Lyndsay Pratt now.
 - v. Would be interested in seeing what profitability by vendor actually is. Something to do in the spring as we move forward for 2018/19 school year
- b. AdMazing coupon books

It is doing as well as our Drama department would like it to. We will circle back to discussion of whether PAS should take it back to alleviate having the office and Drama needing to administer it and keep the focus and momentum on its fundraising opportunities.

c. Movie Night

- i. Overall it was a successful night. Those who attended enjoyed themselves and the auction was well received. As a welcome to the new families of LLR it did not appear to have as great an impact as we had hoped but still a worthwhile event.
- ii. Proceeds from the auction and concession totalled \$2,137.50 with expenses of \$575.28. Net raised was \$1,562.22

d. Little Caesars Pizza

- i. Delivery Feb 20/21 same night of PT Interviews
- ii. Will do Pie in face contest again

9. Update on Approved/Already Discussed Projects

a. Learning commons

- Still awaiting drawings and quotes
- Next phase is in the library – soft seating etc. still waiting on the quotation so we can get grant going. \$40-50K for Library area

10. New Business

Future Expenditures

a. New additional furniture

- Would like to look into soft seating options for upstairs JH area (raised up the ground for “kick space” – this would replace where the benches currently are.
- Received some pricing triple base \$321 double base \$270. Highest grade armless chair \$569/ea. ottoman (no back) \$321. 1 “set” at front entrance of school would be \$3600 + shipping)
- Michelle will look back into what may be approved from a grant perspective (Community Initiative Program and/or Community Funding and Equipment Program)
- \$13K for this grouping of soft seating
- This and other seating areas are based on our focus for relationship building
- Other spending opportunities to build on the school programs: Math Manipulatives; Library books/ classroom libraries – priorities from school perspective
 - A key component to deciding whether or not a potential item should be pursued is that it also addresses/goes to forwarding LLR’s pursuit of 1 of the following focal areas:
 - Literacy
 - Numeracy
 - Character development

b. Teacher Surveys/requests

- Follow up by Michelle on what a teacher request form/list would be and the e-mail that will be sent to the teachers along with it to reignite the 2 way communication between teachers and PAS.
- Caution needs to be used when choosing those projects requested to ensure we are staying within the overall school initiatives and an educational application. The existing form will be modified to include a question on the application use: Literacy, numeracy, and/or character development. To ensure PAS spend is also aligned with the schools key focal points.
- The end goal for us will be that we can have the plans in advance of our planning for the upcoming year. This 2018/19 school year will be a transition year so there will be 2 request times.
 - 1st will go out right away with a deadline of November 30th for responses to be received back to PAS Chair directly.
 - 2nd one will go out in April (deadline will be established at a later date) for 2019/20 year to allow for us to approve, budget and plan for them.
- We will close the communication loop on these requests with feed back to the teachers as to what was approved and what was not as well as explanations as to why.
- Overall goal - to build up a communication flow that will allow us to plan ahead and not just be reactionary to more urgent needs.

c. Student Memorial

Will discuss what we may do in memory of grade 5 student who lost her battle with cancer at a later date. We will give the family some time and circle back to it when time is right.

11. Adjournment

Meeting was adjourned at 8:10 pm.

12. Next Meeting

Next meeting to be tentatively held on Tuesday, January 22, 2018 at 6:30 pm in the library.