



# 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 29, 2019, 6:30pm*

### In attendance:

Michelle Lyster - Chair	Amy Dieser – Vice Chair	Kathleen Engel – Secretary/Treasurer
Terri Ackroyd – Hot Lunch Coordinator	Kim Heit	Amy Mitton
Melissa Kerr – Vice Principal	Jeff Huculak - Principal	Jennifer Ference – Vice Principal
Vanessa Hoyle	April Childs	

	Agenda Item	Person(s) Responsible	Minutes
	Call to Order	Michelle Lyster	1 min
Conclusion:	Meeting called to order at 6:32 pm		
	Introductions - round table	All	2 min
	Approval of Last Meeting Minutes	All	1 min
Discussion:			
Conclusions:	Approved as circulated by consensus		
	Approval of Agenda	All	1 min
Discussion:			
Conclusions:	Approved with no changes		
	Election of the Board of the Lakeland Ridge Parent Action Society	Michelle Lyster	15 min
Discussion:	Quick review of position duties as found on page 2 of the by-laws and provided with the circulated AGM agenda		
Conclusions:	See chart below for the election results.		
Actions:	2 vacant positions remain – Secretary & 1 director-at-large we will try and fill at the next meeting	Assigned To:	
		Due date:	Jan 14, 2020
	Year-End Financial Report	Kathleen Engel	10 min
Discussion:	<ul style="list-style-type: none"> <li>Draft year end statements were presented. Overall the year was a success from the financial side. Revenues of \$83K came from fundraising and a small donation and Expenses came in at \$79K resulting in an increase to our cash position of \$4K.</li> <li>Hot lunch program continued to be the #1 source of our funds. And overall profit from this was \$21K or 41%</li> </ul>		

	<ul style="list-style-type: none"> <li>Key expenses for the year included the completion of the bouldering wall, a grade 1 initiative for breakout boxes, Leader In Me/Lighthouse program, Gr.6&amp;9 celebrations, and Staff Appreciation initiative.</li> <li>We have maintained a consistent bank balance year over year with the current funds to cover upcoming projects should a situation arise where fundraising for a particular project not be timely or sufficient. Currently we have earmarked these funds to go towards the Learning Commons updates/improvements that should get underway in the 2019/20 school year.</li> </ul>		
Conclusions:	Overall it was a successful year.		
Actions:	Year End Statements ready for review	Assigned To:	See below
		Due date:	
	Appointment of members to Audit Financial Records	Michelle Lyster	5 min
Discussion:	Highlighted what is required for the review, independent parents not elected board members for the year being audited. Audit should be completed by Nov.30, 2019 so that Kathi (Treasurer) can complete and submit annual government reporting on time.		
Conclusions:	April Childs and Teresa Bladon (confirmed following meeting) have volunteered.		
Actions:	Kathi to reach to Theresa Bladon/April Childs with electronic spreadsheeted and paperwork.	Assigned To:	April/Teresa
		Due date:	Nov 30/19
	Fundraising Updates		
	A) Hot Lunch Report	Terri Ackroyd	5 min
Discussion:	<ul style="list-style-type: none"> <li>2018/19 Year resulted in net profit of \$21K from our existing 9 vendors (and LLR supplying of snack and juice).</li> <li>2019/20 year we have added 3 new vendors. We have used 2 of them so far and unfortunately both were late delivering. Popeye's while late was well organized and received great reviews on the food. Sunny's had mixed reviews on the food and were unable to actually complete the food order of cheese pizzas as individual pizzas. Popeye's will be used again, Sunny's is tentatively booked for a 2<sup>nd</sup> time in April but it is still under review. Arby's is next, will reinforce the need to be timely.</li> <li>Arby's has a Little Johnny program to donate some "free lunches" to those in need. Before we accept their gracious offering there are things to consider like how to obtain names of families etc. <ul style="list-style-type: none"> <li>Bigger question is -- can we do something bigger on our own for supporting a lunch program. Ideas need flushing out. Committee/person to take on program -- look into what goes on at other schools. (Kathi Engel could potentially take this on but not until the new year).</li> </ul> </li> <li>Next year -- Kathi Engel to take over with Terri Ackroyd as assistant, Vanessa Hoyle will be stepping down. Kathi will be working closely with Terri and Vanessa this year to learn all that's required before taking over and ensure a smooth transition.</li> <li>Hot Lunch newsletter needs a revamp to grab the attention again of the parents. Many important details are being missed because "they seen it before".</li> </ul>		
Conclusions:	Nitza's pizza (add pizzas to the option)		
Actions:	Hot Lunch newsletter revamp -- Kathi & April will look at it and send revision suggestion back to Terri in time for next newsletter home	Assigned To:	Kathi/April
		Due date:	Oct 31/19
	B) Bottle Drive	Michelle Lyster	1 min
Discussion:	\$235.00 earned for 2 day event. Opportunity for ongoing bottle collection by getting a bin for our school and having it located by the garbage bins at the side of the building.		
Conclusions:	Investigate Drop Bin option.		
Actions:	Arrange for permanent bin with bottle depot and write communication to go out regarding it.	Assigned To:	Kathi Engel
		Due date:	Jan 14, 2020
	C) Casino	Michelle Lyster	5 min

Discussion:	Still short 1 position on one of the days. April or Kathi will do cash room position if necessary. Original Chair volunteer did not submit paperwork on time. Michelle stepped up to get this done. Volunteer paperwork still needs to be completed.		
Conclusions:			
Actions:	Casino call out ½ pg. announcement for student distribution	Assigned To:	Michelle Lyster
		Due date:	Nov 15/19
	D) Grants	Michelle Lyster	3 min
Discussion:	CIP – still outstanding – November published. Asked for \$35K. Casino fundraising can be used as our matching funds.		
Conclusions:			
Actions:	New Business	Assigned To:	
		Due date:	
	A) Raffle for Christmas tickets	All	10 min
Discussion:	Great idea but who will take on heading up the raffle license and all the small details to get it happen		
Conclusions:			
Actions:	Look into the details of raffle license and execute on raffle if plausible.	Assigned To:	April Childs & Amy Mitton
		Due date:	
	Next Meeting Date		
Conclusions:	January 14 <sup>th</sup> , 6:30pm (before Parent Council meeting)		
	<b>Adjourn</b>	<b>All</b>	

### 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	Terri Ackroyd	Kathleen Engel	Carried
Vice-Chair	Amy Dieser	Kathleen Engel	Kim Heit	Carried
Treasurer	Kathleen (Kathi) Engel	Terri Ackroyd	April Childs	Carried
Secretary	VACANT			
Director-at-large*	Terri Ackroyd	Kathleen Engel	April Childs	Carried
Director-at-large*	Kim Heit	Kathleen Engel	April Childs	Carried
Director-at-large*	VACANT			