



# 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, January 14, 2020, 6:30pm*

### In attendance:

Michelle Lyster - Chair	Amy Dieser – Vice Chair	Kathleen Engel – 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	Kerri Holmes
Sheri Straigh	Theresa Guthrie	

	Agenda Item	Person(s) Responsible	Minutes
	Call to Order	Michelle Lyster	1 min
Conclusion:	Meeting called to order at 6:34 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 remaining Board Positions for Lakeland Ridge Parent Action Society	Michelle Lyster	5 min
Discussion:	Secretary – Kerri Holmes voted in. 3 <sup>rd</sup> Director-at-large will remain vacant (no requirement to have all 3 filled). Complete listing of board members below.		
Conclusions:	See chart below for the election results.		
Actions:		Assigned To:	
		Due date:	
	Financial Report (to December 2019)	Kathleen Engel	10 min
Discussion:	<ul style="list-style-type: none"> <li>Final 2018/19 Statement audit was completed by April Childs and Teresa Bladon with no issues or concerns to report.</li> <li>Annual Federal and Provincial reporting was also completed and submitted before the Christmas break.</li> </ul>		

	<ul style="list-style-type: none"> <li>Between September and December we had 4 fundraising activities. <ul style="list-style-type: none"> <li>Hot Lunch: \$6.5K (net)</li> <li>Bottle Drive: \$275</li> <li>Christmas Raffle: \$422</li> <li>Mable's Labels: \$72 (this one is ongoing you just need to order online from them and use the code)</li> </ul> </li> <li>No major spending has taken place since the beginning of the year.</li> </ul> <p>Spending of PAS funds: Generally speaking, historically, we spend approximately \$15-20K each year, so we are looking/waiting for requirements from administration. When we apply for Grants and other funding programs, they all request our financials and bank statements so we are more likely to receive funding approval if we ensure we are not accumulating more cash in our bank accounts than our desired reserve fund.</p> <ul style="list-style-type: none"> <li>Mr. Huculak will work with administration on what their needs may be upcoming with next year budget reductions expected it is likely there will be an increased need for these funds.</li> </ul>		
Conclusions:			
Actions:	Assigned To:		
	Due date:		
Fundraising Updates			
	A) Hot Lunch Report	Terri Ackroyd	5 min
Discussion:	<ul style="list-style-type: none"> <li>Overall 22% profit</li> <li>Hot lunch transition training has commenced</li> <li>Extra chips are expiring will do a chip day at the school to use up</li> <li>Stock for next cycle is adequate except for chips. Shopping will be done next week.</li> </ul>		
Conclusions:			
Actions:	Assigned To:		
	Due date:		
	B) Bottle Drives	Kathleen Engel	1 min
Discussion:	<p>Actions from last meeting were not completed but it will be looked after before the next meeting.</p> <p>Jeff will look if need any special permissions or forms completed for the school. Will have it placed by the garbage bins</p>		
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:	Feb 28, 2020
	C) Little Caesars	Michelle Lyster	1 min
Discussion:	<p>Actions from last meeting were not completed but it will be looked after before the next meeting.</p> <p>Jeff will look if need any special permissions or forms completed for the school. Will have it placed by the garbage bins</p>		
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:	Feb 28, 2020
	D) Casino	Michelle Lyster	10 min
Discussion:	<ul style="list-style-type: none"> <li>Held Dec 17-18 Camrose.</li> <li>Not smooth but we got through it and we will see approximately. \$20K from our efforts. Funds expected mid to late February.</li> <li>We have 2-3 years to spend it. Requirements are in place for what is allowed to be purchased.</li> </ul>		

	<ul style="list-style-type: none"> <li>We are in Camrose Casino Boundary – this is now a 4 year range for getting our next one.</li> </ul>		
Conclusions:			
Actions:		Assigned To:	
		Due date:	
	D) Grants	Michelle Lyster	3 min
Discussion:	<ul style="list-style-type: none"> <li>Letter received right around Christmas that we were not approved for the CIP.</li> <li>We can apply again but currently on hold given economic climate.</li> </ul>		
Conclusions:			
Actions:		Assigned To:	
		Due date:	
	New Business		
	A) Communication	Michelle Lyster	7min
Discussion:	<p>It has become very evident that communication regarding fundraising and other PAS activities are not reaching the parents effectively, so a 1 question survey was e-mailed to 500 parents (that we were approved to send to) went out Jan 12<sup>th</sup>. So far, 79 responses have been received.</p> <ul style="list-style-type: none"> <li>majority want it to come from school e-mail system.</li> <li>Texting services also very popular so we will need to look into options and determine if it is possible.</li> <li>Announcement board at front of school and slide on large tv slide show are also great options that are cost effective.</li> </ul>		
Conclusions:	Will wrap up survey shortly and make adjustments to our methods.		
Actions:	1. Look into Texting services	Assigned To:	Michelle (1)
	2. Discuss possible bulletin board for entrance way	Due date:	Kathi (2) Next meeting
	B) Other Items	All	12 min
Discussion:	1) Possible new fundraiser: Ice melt fundraiser – look into good idea for additional items		
Conclusions:			
Actions:	Theresa Guthrie will send Michelle the information on the company for the ice melt idea	Assigned To:	
		Due date:	
	Next Meeting Date		
Conclusions:	April 14 <sup>th</sup> , 2020 6:30pm adjourned 7:23pm		
	<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	Kerri Holmes	Kathleen Engel	Kim Heit	Carried
Director-at-large*	Terri Ackroyd	Kathleen Engel	April Childs	Carried
Director-at-large*	Kim Heit	Kathleen Engel	April Childs	Carried
Director-at-large*	VACANT			