

## **Blackie Parents Advisory & Funding Association Meeting**

October 6, 2023

1. Meeting is called to order at 9:02am at Blackie School by Carmen Sewell.
2. Introduction of attendees
3. Additions to Agenda – none
4. Secretary report - nothing to report. Lana approves minutes as circulated, Yvonne 2nds.
5. Treasurer Report:
  - General Account \$ 3 824.74
  - Casino Account \$ 24 433.63
  - Playground (Savings) Account \$ 9 760.53
  - Account balances + Profit and Loss report circulated (attached)
  - Monthly reports going forward – not as in detail as current report
  - List of fundraiser income created – to be discussed in fundraising portion of meeting
  - Busing for school sports – school communication and conversation at Parent Council Meeting
  - Faye – donation to benevolent fund; Natalie found donation to subsidy account in prior years; to be brought up at Parent Council Meeting.
  - Ask Amy if she needs access to funds for unquestionable expenses
6. Old Business:
  - ASCA Conference – review documents:
    - Role Descriptions – Carmen to change in accordance with Blackie roles and draft for future boards and roles.
    - PowerPoint section:
      - Adhering to majority – some aspects not applicable due to size and nature of school
      - Membership Forms – no
      - Insurance – no
      - Request for Funding Form – yes. Carmen to modify; Amy to have copies; Faye and Amy to check their funding allowances first, then pass along to funding association.
      - Re-Imbursement Form – no. Amy already has her version.
    - Principals Role – Need to ask Faye for a wish list/ budget. Carmen to reach out after meetings to keep correspondence up to date.
    - 'Advisory' in name – aware of implications. Carmen emailed AGLC- waiting for an answer moving forward.
    - Final Decision Making – keep same as current procedure.
    - AGM Notice – keep as is. Carmen to update to current.
    - Let the School buy assets – Keep this in mind going forward. May be beneficial for school to purchase and funding committee re-imburse for GST credits.
  - Casino:
    - Still in que; Carmen emailed this morning to see when next quarter dares will be released. Likely summer of 2024 or later.
7. New Business:

- School Skating Programs:
  - Cherylanne hoping to initiate some sort of skating programs organized by grade
  - Needs to organize/ figure out logistics
  - When/ How Often
  - Rink availability
  - Approval from School staff
  - Equipment donations/ Parent volunteers
  - Come back to funding committee with plan and costs
  - Meeting with Faye to approve
- Hot Lunch:
  - Tamara motions to remove Eran Mahan and Dawn Wiseman from the Blackie Hot Lunch and to add in Amy Jamison to the account at ATB; Lana 2nds; Motion approved
  - Lana motions to change the signing authority from 2 people to 1 person on the Blackie Hot Lunch account at ATB; Tamara 2nds; Motion approved
  - Minutes from this meeting to be provided to Karen at ATB, Blackie for above mentioned changes to Hot Lunch
  - Hot lunch donation from Funding Association – not feasible.
  - Prices and menu have been updated and changed accordingly
  - Hoping to leave a small retainer in the account for 'surprise' expense, price increases, etc.
  - Day to organize kitchen supplies (what belongs to the school, hot lunch, before and after care, etc.) Date chosen: Oct 12, 2023, at 11:30 am. Anyone welcome to come that can
- Plan for Budget:
  - To happen at AGM on November 7, 2023 (Tuesday) at 9:0am
  - Need a wish list and general idea of costs from Faye currently to orchestrate the budget for 2023-2024
  - Audit of Funding Committee – Tamara to send Natalie a list of what is required and Tamara to organize and have audit completed once information is ready from Natalie
- Money Requests/ Wish List:
  - \$500 teacher gift/ fund – to be given ASAP
    - Tamara and Carmen to organize cards and messages
    - To be delivered at next staff meeting
    - Grades 1. 2, 3/4, 5/6, 7/8 + Sue (Library) = \$3500 total
    - Card for band mentioning committee is here for any needs
  - Family Fund – Mentioned at beginning of meeting; to confirm with Amy
  - Hoodies for new staff
    - Ask Amy if there is any remaining staff that does not have a hoodie
    - Open order for students when ordering for staff
    - Hoodies \$40/ each T-Shirts \$20/ each based on prior years invoice
    - Need to find out how many Grade 8's this year did not receive a hoodie from last years order

- Confirm with Amy that she is ok to do the order (like last year)
    - Chrome Book and Cart – Plan and budget coming
  - Pickle Ball Equipment:
    - Yvonne motions to purchase pickle ball equipment requested; Lana 2nds; Motion passed.
    - Carmen to purchase equipment and be re-imbursed
  - Disc Golf:
    - Discuss equipment and costs in Spring
  - Sue Elliotts request:
    - \$200 for Book Fair prize gift baskets
    - Yvonne motions to approve; Tamara 2nds; Motion passed
    - If Sue goes over budget, she is to present us with receipts and we will re-imburse her with the difference also
  - Funding Request Forms:
    - Amy to have at office
    - Tamara and Carmen to present at next staff meeting
    - Natalie to keep and attach receipts to after they have been approved
8. Fundraising
- Future Ideas:
    - School Christmas Market – 7/8 Fundraiser (Sue Elliott and Lana)
  - List of prior fundraisers and income (attached) that Natalie prepared
    - Christmas Raffle: 600 tickets @ \$10/ each
    - Coco Brooks – potentially in February 2024
    - Ice Melt – not at this time
    - Revisit other options at a later date depending on budget and account balances
  - Texas Donut – general fundraiser for school; Lana to plan and keep updated
    - Needs to order 2 weeks out
    - Send out information to community as well as school
    - Poster and Advertisement
    - Hopefully a monthly fundraiser, but will depend on success and logistics going forward
  - Craft Donation Table – Sue Elliott
9. Outside the Classroom Activities and Event Ideas
- Sound Creations – successful
  - Theatre in Residence – on hold due to budget; Grant available if happens in the future
  - Remembrance Day Assembly – Tamara to ask about guest speaker (Afghan Veteran)
  - See Yvonne’s list for many more options
10. Playground:
- Gaga Ball Pits – ready to be ordered; waiting on approval from Kevin
    - 4-6 Weeks for delivery
    - Pits to go on grass
  - Adirondack chairs – Carmen to follow up with Faye about installation

- Move cement tables to central spot – waiting on Kevin
- Plaque for Heather Lowery – suspended until further notice
- 11. Updates for Amy in next school communication – Tamara to email minutes
  - Meeting Minutes are housed in school photocopy room in binder as well as folder in Blackie Funding Gmail account
- 12. Next Meeting: November 7 (Tuesday), 2023, at 9:00 AM - AGM
- 13. Meeting adjourned at 11:17 am

Members present:

Carmen Sewell  
Natalie Britton  
Yvonne Sherman  
Tamara Fike  
Lana Poulsen  
Ashley Sutor  
Cherylanne

President: Carmen Sewell

Vice-President: Yvonne Sherman

Treasurer: Natalie Britton

Secretary: Tamara Fike