

**Jessie Duncan Elementary School
Parent Society
Minutes**

Wednesday November 15, 2023

- 1.0 Call to order at 6:44pm by Chairperson Brandi Filipchuk

Members present:

Brandi Filipchuk, Chairperson
Brooke Frenette, Treasurer
Natasha Caissie, Secretary
Kory Sholdice, Principal
Susan Dillabough, Vice-Principal
Jamie Seiyama, FCSS
Laura Gillam, Director
William Langlois, Director
Laurin Levick, Director
Cassandra Mierau, Director
Myranda Radomske, Director
Whitney Usselman, Director
Courtney Nygren, Parent

Members Absent:

Ellen McKane, Vice Chairperson
Sherry Cooper, School Board Trustee
Cameron Galisky, Councillor Town of Penhold
Margo Gruenewald, Teacher Representative

- 2.0 **Approval of Agenda** (members may request an item to be added to the agenda at this time)

Moved By: Cassandra Mierau

Second: Courtney Nygren

CARRIED

- 3.0 **Ratify Motion sent through email to approve the October 18, 2023 Meeting Minutes.**

➤ Signed Minutes were required for an appointment at ATB prior to this meeting

➤ See attached for motion sent through email

- Let it be known that the motion to approve the October Minutes was approved via email vote

- 4.0 **Approval of Treasurer's Report**, as attached (5 minutes)

a) October Financial Report

Moved By: Myranda Radomske

Second: Courtney Nygren

CARRIED

- b) Cheque for Outdoor Classroom (Mayor Mike's Mini-Marathon)
 - Motion to
 - Move \$1050 from the General account to the Outdoor Classroom account at Jessie Duncan Elementary School
Made by: Laura Gillam
Second: Courtney Nygren
CARRIED

5.0 Reports/Updates (5-10 minutes)

- a) Executive's Report
 - i. Meat Draw Dates: November 17th, 2023 & January 12, 2024
 - Volunteers still needed for November 17, 2023
 - Need 2 more volunteers (Will, Brandi, Laurin & Myranda)
 - Meat Draw Cheque from last raffle license period
 - Need to pick up check from last pay out, will report earnings at next meeting
 - ii. Board Member Resignation
 - Let it be on record that Courtney Nygren has handed in her resignation for director
 - iii. Casino Account
 - There is a 2 year time frame to spend the money earned from a Casino, can keep current funds as a buffer

6.0 Business arising from prior Minutes (30- 45 minutes)

- a) Requests for Funding Handout
- b) Fundraising ideas for the year
 - Brief presentations, choose fundraisers
 - Many ideas were presented and discussed
-corporate sponsor bottle drive, slow pitch tournament, cosmos picks up at the school, raffle tickets, bake sales at events, big Chief Meat Snacks, DFS, Team Fund, Co-Co Brooks, Muddy Moose Market, Mom's Pantry
 - Motion to:
 - Hold a Meat related fundraiser in the Spring (will revisit in January)
Moved By: Courtney Nygren
Second William Langois
CARRIED
 - Hold a movie night in April (pricing/time/movie to be determined)
Moved By: Myranda Radomske
Second: Laurin Levick
CARRIED

- Possible Dance Dates Feb 9 vs. Feb 10 / Dance Budget
 - Discussion occurred as to where to hold the dance (Multiplex vs School), Multiplex was the preferred choice but could use the school as a backup location, need to look into fire code
 - Motion to:
 - Hold the Valentine's Love Bug Boogie Dance February 9 or 10 depending on the availability of the Multiplex with the School as backup with a time to be determined
 - \$2000 budget
 Moved by: Myranda Radomske
 Second: Whitney Usselman
 CARRIED

- c) Allocate funds to pay for remaining Humidifier Loan (\$1975.65)
 - Copy of Invoice
 - Motion to:
 - Put the Poinsettia Fundraiser towards the Humidifier loan
 Moved by: Courtney Nygren
 Second: Cassandra Mierau
 CARRIED

- d) Kinder/ New Student Shirts/ School Banner all covered under rebranding budget from SGF

- e) Postpone Parent Society group photo/ Submit individual photo?
 - Photo was taken and submitted to social media

- f) Auditing/ Annual governance committee review
 - See PAC bylaws 3.Auditing section A)
 - 2 members required for governance committee
 - Ellen McKane and Myranda Radomske were appointed as auditors

- g) Parents Matter
 - Next Meeting January 17
 - Submit questions to Myranda to put forward

- 7.0 **New Business (15-20 minutes)**
 - a) Food Drive at Christmas Concert and/or Winter Wear Christmas Tree
 - Discussion occurred and it was felt better to hold a food drive in the spring at the movie night
 - Winter wear tree- go ahead with donations (mittens, socks, hats etc) going to the Women's Shelter- Laura to collect & Whitney will help

 - b) Christmas Hampers

- Target families in the community with the help of the school, helped 6 families last year
- Motion to:
 - Spend up to \$1500 out of the fundraising account to go towards the Christmas Hampers
 Moved By: Myranda Radomske
 Second: Brooke Frenette
 CARRIED

c) Informal December meeting

- Decided to hold an informal meeting December 13 at 6:00pm at the school
- Discuss the dance

d) Removal of past Board Members with signing authority from General & Casino bank accounts

- i. Casino Account
 - Kristen Dennis
 - Stephanie Willmer
- ii. General Account
 - Angela Vanderloop
 - Ridehl Wilson
 - Kristen Dennis
 - Natalie Collett
 - Ronan Mackey

- Motion to

- remove the listed names from the General and Casino Accounts
- Moved By: Courtney Nygren
-
- Second: William Langlois
-
- CARRIED

e) Brainstorming/ 'q & a' to wrap up the meeting

f) AGLC Raffle Chairperson

- Stephanie Willmer and Elizabeth Dahl are listed on the account, Brandi will look into removing them and having Brooke fill this role

8.0 Next meeting Date and Adjournment

- Next meeting will be on Wednesday January 17, 2024 following the Jessie Duncan Elementary School Council meeting
- Meeting adjourned at 8:21 pm

Minutes Approved on the 29TH day of DECEMBER 2023

B. J. J. J. J. Chairperson

M. C. C. C. Secretary

Attachments:

3. Auditing

- A. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two Members of the Association without signing authority, elected or appointed for that purpose at the Annual General Meeting of the Membership.

*****IMPORTANT***** Vote to approve October Parent Society Minutes

Jessie Duncan Elementary School Council <jdschoolcouncil@gmail.com>

Mon, Nov 6,
12:16 PM (11
hours ago)

to Will, Ellen, Cassandra, Natasha, Brandi, Laura, Laurin, Whitney, Brooke, Myranda

I have attached the Parent Society Minutes for you to review. I am now going to make an official motion to approve the October 18, 2023 Parent Society Minutes. (IMPORTANT- First person to reply please REPLY ALL with 'I second this motion' and everyone after is to hit REPLY ALL with an 'all in favor') Please reply asap.

I motion to approve the October 18, 2023 Parent Society Meeting Minutes.

Thank you,

Brandi

Brooke Frenette

Mon, Nov 6,
1:02 PM (11
hours ago)

to me, Will, Ellen, Cassandra, Natasha, Brandi, Laura, Laurin, Whitney, Myranda

I second this motion.

<2 PS October 18 2023.docx>

W L (William Langlois)

Mon, Nov 6,
1:13 PM (10
hours ago)

to Brandi, Cassandra, Ellen, Laura, Laurin, Myranda, Natasha, Whitney, Brooke, me

All in favour.

Cassandra Mierau

Mon, Nov 6,
1:37 PM (10
hours ago)

to Brooke, me, Will, Ellen, Natasha, Brandi, Laura, Laurin, Whitney, Myranda

All in favor

Natasha Caissie

Mon, Nov 6,
1:38 PM (10
hours ago)

to Brooke, me, Will, Ellen, Cassandra, Brandi, Laura, Laurin, Whitney, Myranda

In favour

Natasha

Laura Gillam

Mon, Nov 6,
1:50 PM (10
hours ago)

to Brooke, Natasha, me, Will, Ellen, Cassandra, Brandi, Laurin, Whitney, Myranda

In favor:

Laura Gillam

Myranda Radomske

Mon, Nov 6,
2:17 PM (9 hours
ago)

to Brooke, Laura, Natasha, me, Will, Ellen, Cassandra, Brandi, Laurin, Whitney

All in favor

- Myranda Radomske

Laurin Levick

Mon, Nov 6,
4:03 PM (8 hours
ago)

to Myranda, Laura, Natasha, me, Will, Ellen, Cassandra, Brandi, Whitney, Brooke

All in favour

Laurin Levick

Ellen Mckane

Mon, Nov 6,
6:05 PM (6 hours
ago)

to Cassandra, me, Will, Natasha, Brandi, Laura, Laurin, Whitney, Brooke, Myranda

All in favor

Whitney Usselman

Mon, Nov 6,
6:18 PM (5 hours
ago)

to Ellen, Brandi, Brooke, Cassandra, me, Laura, Laurin, Myranda, Natasha, Will

In favour

Jessie Duncan Elementary School Council <jdschoolcouncil@gmail.com>

Nov 6, 2023,
7:15 PM (4 hours
ago)

to Whitney, Ellen, Brandi, Brooke, Cassandra, Laura, Laurin, Myranda, Natasha, Will

Motion carried to approve the October 18, 2023 Parent Society Meeting Minutes.

Thanks everyone for your prompt response, much appreciated!

Brandi

Treasurer's Report - October 2023 (In Progress or Finalized)

Account	Date	Chq #	Description	Debit (Out)	Credit (In)	Balance
Fundraising			Balance forward from last month			\$11,001.56
			Interest		\$0.04	\$11,001.60
General			Balance forward from last month			\$1,840.94
						\$1,840.94
Casino			Balance forward from last month			\$2,762.90
			Interest			\$2,762.90
Total Funds						\$15,605.44

Completed by: Brooke Frenette

Notes: