



PFA Meeting
December 8, 2021

Attendees:

In-Person: Aaron Chute, Stephanie Cordova, Crystal Belanger, Melissa Knezacek, Lisa Zureski, and Janice McCullough

Regrets: Cheryl Reiter, Alice Funk

Call to Order: 15:35

Additions to Agenda:

- Melissa Knezacek: follow-up on grant application.
- Stephanie Cordova to speak to paperwork found re: playground.

Approval of Agenda: Agenda as per action items from meeting on Dec 2, 2021.

New Business:

PFA Documents:

- Stephanie Cordova has been reviewing them and shredding old documents that are no longer required to be kept. Thank you, Stephanie!
- Crystal Belanger to bring any additional paperwork to be stored at the school as well.

Finances:

External Audit:

- Stephanie Cordova has been in contact with Sukhi (CPA) at Rutwind Briar LLP.
- Stephanie Cordova to transfer financial records to Aaron Chute on Dec 14 or 15th: Aaron to bring to Sukhi.
- No cost determined for audit: Sukhi will review files and provide quote.
- No vote at this time.

Report of Financials:

- September:
 - Sept 10: 997.50 (in)
 - September 27th: \$2000.00 (in).
- October:
 - \$6254.38 (in from ice melt and farm to table fundraisers)



- \$9418.98 (out to ice melt fundraiser cost and cost of basketball nets to be installed)
- November:
 - \$530 in (cash from veggies and ice melt fundraisers)
 - \$14 (out)

Purchase of Safe:

- There is a PFA safe already. This was recently identified since last meeting.

Purchase of Society Act:

- Cost is approximately \$6.00
- Stephanie Cordova motioned to purchase. Melissa Knezacek seconded motion.
- Unanimous vote to purchase.

Purchase of ASCA Membership:

- Cost is \$15 / year
- Provides workshops and education related to PFA pursuits.
- Melissa Knezacek motioned to purchase. Stephanie Cordova seconded motion.
- Unanimous vote to purchase.
- Request that Cheryl Reiter complete purchase for PFA.

Name Change:

- Discussed rationale behind name change: inclusion of people who may not be parents.
- Unanimous vote for name change to “Sturgeon Heights Fundraising Association (SHFA)”
- Association renewal forms are due January / February 2022. Name change can occur then. Will need: list of officers and directors, an audited financial statement to complete.
- Crystal to complete paperwork and submit appropriately.

Grant Application Follow-Up (Melissa Knetcezak):

- Melissa received an email approving PFA’s Grant Application and allocating \$11000.00 for a Learning Garden. Great job Melissa on submitting this!
- Grant is from North West Redwater Partnership (NWR) Sturgeon Refinery.
- Previous quotes were from last year by Green Touch Landscaping. Will likely need another quote(s).
- Discussed many ideas of what the Learning Garden may look like / include. Tabled for January discussion and stakeholder involvement.

Playground Update:

- Primary playground was built and inspected in 2009 (approximately September). They had received at \$40 000.00 grant.



- Based on available paperwork it looks like school community built the playground together. Equipment purchased from Sunshine Playgrounds in Tofield, AB.
- Questions related to need for inspection, regular inspection protocol, and end of life for playground.
- Aaron to follow-up with maintenance re: playground upkeep.

Action Items:

- Stephanie Cordova to transfer financial records to Aaron Chute on Dec 14 or 15th: Aaron to bring to Sukhi.
- Society Act to be purchased.
- ASCA membership to be paid (attendees request Cheryl Reiter to do same as she has been attending meetings).
- Name change will be added to renewal forms in January / February 2022.
- Follow-Up re: Learning Garden in January.
- Aaron to follow-up with maintenance re: playground upkeep.

Meeting Adjourned: 16:14