



Sturgeon Heights PFA Meeting

November 22, 2021

Attendees:

In-Person Attendees: Crystal Belanger, Lisa Rosales, Trish Murray-Elliott, Melissa Knezacek, Aaron Chute, Alice Funk, Lisa Zureski, Matt Herod, Bruce Carruthers, Mary Darling, Sara Townsend, and Janice McCullough

On-Line Attendees: Kerry Trombley

Call to Order: 18:41

Additions to Agenda: none.

Approval of Agenda: Alice Funk & Lisa Rosales

Approval of Minutes (September 2021): Alice Funk & Melissa Knezacek

Administrative Report: Aaron Chute

Library Upgrade Update:

- Currently waiting for budget finalizations as well as plan approvals.
- Request for additional funds will be requested from the PFA once plans have been approved.
- On the evening of September 23rd, school staff will be removing unnecessary items from the library and re-vamping workspaces to create spaces for different groups. Dollars - plan will be brought to PFA. Student input from all grades. Library tech is loving

Book Fair: Upcoming: on-line and in-person for students.

- If parents decide to purchase on-line it can be shipped directly to their home but purchases will still benefit the school.

Festive Lunch: December 17, 2021.

- Requesting families to donate a toonie towards meal and/or provide items.
- Requested \$200.00 from PFA to cover any additional costs.
 - Cheryl Reiter motioned to provide \$200 for Festive Lunch. Motion voted: unanimous approval, no dissenting opinions.
 - Parents will be able to contribute items and / or volunteer via Sign Up Genius link.

Treasurer Report: (Vacant Position)

- Crystal Belanger reported the sad news that the recently appointed Treasurer, Carla Carruthers, passed away suddenly on November 13, 2021.
- Bruce Carruthers, Carla's husband, announced information regarding Carla's memorial: November 23, 2021 at 11:00 am at Park Memorial Funeral Home & Cremations or virtually on their website.
- Questions regarding treasurer position discussed:



- *Who has current signing authority?* Crystal Belanger and Tim VanBruggen (previous Treasurer). Reportedly, appointments at the bank were not completed and / or appropriate paperwork not filed; thus, Carla was never authorized as having signing authority.
 - *What bank is the PFA using?* Servus Credit Union Bank
 - *What will be needed to sign over signing authority?* Unknown. New Treasure and Crystal Belanger to determine ASAP. Aaron Chute to send e-mail to PFA executive to arrange a meeting to sort through financial concerns within 24 hours.
 - A third signer may be useful so that if one other authorized signer requires reimbursement they are not signing their own cheque. Third signer was suggested to be vice president (Cheryl Reiter) or secretary (Janice McCullough) - no decision made on third signer decision.
 - Money is owed from previous fund raisers: signing authority needs to be sorted so reimbursements can be made.
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- Current Bank Balance: \$26 335. 90. Query amount removed and added to account within last 2 months. This will be addressed at meeting Aaron Chute will set up (see above).
 - Discussed logistics and legalities around electronic money transfers going to a generic e-mail if it is not auto deposited. Currently monies are auto-deposited into PFA account. Tabled for future discussion.
 - Discussed need for audit (accounting perspective). Tabled for January meeting.
 - Sara Townsend brought up concern regarding to compliance related to bylaws stipulating maximum amount in accounts for non-profits. If carry-over of funds does occur it is required to be allocated for an expenditure.

Nominations for new Treasurer. Alice Funk submitted her interest to hold Treasurer and Fundraising roles concurrently. Lisa Zureski nominated Stephanie Cordova. All in favour per unanimous vote for Stephanie Cordova, no dissenting votes. Attendees agreed it is important to keep roles separate.

Hot Lunch Report: Lisa Zureski

- Great to have positive feedback from teachers / administration as well as students.
- Great participation from students to date.
- Successfully offering hot lunches to families who are need: 16 families have accessed this option. Parents have approached Aaron Chute to donate meals and / or cash to maintain this option. What a great community we have! Lisa Zureski to look into donation options via Healthy Hunger.
- Will continue to offer twice monthly hot lunches. Parents / Teachers can sign in to Healthy Hunger (<https://healthyhunger.ca>) to see future restaurants planned.
- Hot Lunch is a fundraiser. Small portion of cost of items (0.25 - 0.50) is collected for fundraising.
- Matt Herod suggested offering regular "Hotdog and milk" lunches in the future. Idea was well received. Will discuss in January for February - June timeframe.
- Parent volunteers are welcome to help serve on Hot Lunch days.

Snack Shop Report: Melissa Knezacek

- Remains closed. Tabled for January.
- Cutlery stored in snack shop can be donated to Festive Lunch on December 17, 2021.



Scheduling Report: Vacant until Snack Shop Opening.

Fundraising Report: Alice Funk

Update:

- Ice Melt completed. All delivered. Thank you to everyone who was flexible and patient with their pick ups due to the snow fall! Funds Gained: \$1015.00. (Melissa Knezacek reported).
- Purdy's Chocolate Fundraiser is currently running until end of November. Classrooms are grouped together within the ordering website so that delivery to each child will be easier. Previous Purdy's fundraising has been about \$10 000 in sales. This years current sales: \$3296.00 (Equally funds gained for PFA: \$865.00).
- On-line Silent Auction: Donated items (55 - 70) have been collected (approx. value: \$3500.00). Auction to begin.
- Parents have been inquiring regarding Poinsettia sales. It is difficult to do this due to weather conditions and storage of plants prior to pick-up. St. Albert Greenhouse is willing to house plants (customers to pick up direct from their location). Committee decided against Poinsettia sales this year.

Concern brought up by Janice McCullough re: frequency/amount of fundraisers (4 in 3 months); specifically as it pertains to the perceptions and abilities of student body families to participate. Janice recommended being more selective with fundraising activities so as to not alienate families (i.e., less is more / may raise more money if we have a smaller selection). Melissa Knezacek reported that parents do not need to participate and don't have to fundraise if they do not want but they may like the selection as different people want different things. Alice recommended a bottle drive. No decision made. No new fundraisers discussed.

Concern brought up by Janice McCullough re: lack of direct, stated, transparent goals for allocating expenditures from fundraising activities. Parents may be fundraising for items purchased in years that their children are no longer at the school. Discussed:

- Need for goals: tabled for January due to limited time in meeting (Crystal Belanger)
- Funds for new playground?
 - When is playgrounds' "end of life"? Need to have an independent assessment of the playgrounds completed. Bruce Carruthers to come back with 2 different vendors - PFA to vote on which vendor to use for independent assessment in January.
 - Grant money available to match or possibly double funds raised. Different organizations (e.g., CalTire, Inland) will also match or beat funds.
 - Need to complete a population needs/wants assessment: tabled for January.
 - Trish to investigate Sturgeon County rules related to sponsorship signage.

Website Coordinator: Alice Funk

- Website: www.sturgeonheightspfa.ca
- Nothing reported.

Old Business:

- Playground structures discussed (please see above).



New Business:

- Stephanie requested that a bench be purchased in Carla's honour with PFA funds (to be located at front of school). Tabled until January due to time constraints.
- Need to include Land Acknowledgement to beginning of PFA meetings.
- Trish Murray - Elliott recommended investigating the cost of Fraud Insurance due to current amount in bank. Tabled for January and/or Executive Finance Meeting (Date / Time TBD)

Action Items:

- Aaron to e-mail PFA Executives to sort out signing authority / book keeping within 24 hours of meeting.
- Stephanie Cordova to be added as a signing authority for PFA account at Servus Credit Union Bank / Tim VanBruggen to be removed ASAP.
- Trish to inquire from Division Administration and the Board regarding experience of getting a playground assessment.
- Bruce Carruthers to submit 2 potential independent assessors to assess playgrounds for "End of Life" in January meeting.
- Investigate insurance options: Executive Members.

Next Meeting: Monday, January 17, 2022 at 19:00.

Please note: meeting will commence immediately after completion of the Parent Council Meeting and as such start time may vary by 15 minutes.

Meeting Adjourned: 20:20

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