

## Minutes

St. Patrick's School – Parent Society – September 22, 2016

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Executive Members: Chair – Paula Herrington; Vice-Chair – Valerie Fraser;  
Treasurer – Melissa Dorton; Secretary – Roberta Dixon  
School Administration: Principal – Kelly Wilkinson; Vice-Principal – Dwayne Unreiner  
Teacher Representative: Corrie Zelantini; Sarah Kukurudza  
General Attendees: Shannan Hurlbut; Karen Steinke; Shannon Giesbrecht; Rachele Hall;  
Amber Boisvert; Kelli Berner; Trisha Cadwallader; Keena Creedon;  
Tannis Ulmer; Teresa Andelic; Jolie Neigum; Amy Ziebart; Marlene  
Rugg; Tania Fieldberg; Tammy Grue;

1.0 **Call to Order** – 6:58 pm

2.0 **Approval of Previous Minutes**

Recommended that the Minutes of the meeting of St. Patrick's School Parent Society dated June 16, 2016 be approved as circulated.

1<sup>st</sup> – Valerie Fraser

2<sup>nd</sup> – Teresa Andelic

3.0 **Treasurer's Report**

a) 2015/2016 Financial Statement was presented by the Treasurer. A motion was made to approve the 2015-2016 financial statements.

1<sup>st</sup> – Shannan Hurlbut      2<sup>nd</sup> – Rachele Hall

The 2015-2016 Financial Statements will be audited and reviewed by Tammy Grue & Paula Herrington.

b) Cash Summary for the Main Account from June 1, 2016 to August 31, 2016 was reviewed. Tammy Grue asked about the Kona Ice cheque from the year-end fun day. Melissa will review and advise at the next meeting.

c) Trip of the Month Cash Summary from June 1, 2016 to August 31, 2016 was presented by the Treasurer. There are two trips from the 2015/16 fundraiser that still need to be booked.

d) 2016/2017 Budget was presented by the Treasurer. Paula reviewed the draft budget (income and expenses) for the 2016/17 school year. Grade 5 Farewell expense to be increased to \$700; we will need an extra hot lunch to cover this expense. We will review the amended draft Budget at the next meeting.

e) Bank Signing Authority. A motion was made to Remove Paula Herrington, Sandra Richard, Melissa Dorton and Jody Schlenker and Add Tammy Grue and Marlene Rugg to the Servus Credit Union bank account.

1<sup>st</sup> – Jolie Neigum

2<sup>nd</sup> – Shannan Hurlbut

4.0 **Open Business**

a) **AGM and call for new Executive Members** –

Paula Herrington to step down as Chairperson. Marlene Rugg has agreed to take the position of Chairperson. Valerie Fraser has agreed to remain as the Vice-Chair. Melissa Dorton will step down as Treasurer. Tammy Grue to become the Treasurer. Roberta Dixon to remain as the secretary.

b) **Babysitter** – Trinity Lanz is here. Paid \$30.00 for meeting.

c) **Feedback on Swirls Ice Cream at Meet the Staff & Corn Roast** – We will discuss the option of having both Kona Ice and Swirls at next year's corn roast. Feedback was very good. We received \$65.00 for fundraiser

- d) **Home Alone and Babysitting Courses** – Paula Herrington  
Mr. Wilkinson will contact Mrs. Weisgerber. Information about courses (time & cost) will be sent home.
- d) **School Tools (Staples)** – Paula Herrington  
No funds raised by school with Staples School Tools program. Approximately 80 families ordered from Staples. Shannan Hurlbut won the Staples prize (received her daughter's school tool kit for free). School Start seemed to be more parent-friendly. Paula Herrington to contact School Start for next year.
- e) **Hot Lunch** – Teresa Andelic
  - First hot lunch was today. 261 orders for pizza. Profit \$247.30.  
Next Hot Lunch is October 20, 2016. Pulled pork with pasta salad from Generations Cuisine. Cost is \$6.00.
  - Papa Johns owner would like to come in and talk about what he can offer us for hot lunch. He will come to October meeting and bring pizza.
  - Treasurer requested that a Cash Summary be completed after money is counted for each hot lunch. Coins need to be rolled.
- g) **New Playground** – Shannan Hurlbut - Statement of accounting/Final Report to be sent to the CFEP program. Shannan will look after the report.
- h) **A/R Program** – Should start next Friday. Shannon Giesbrecht and Rachelle Hall are organizing the schedule for A/R program.
- i) **Fundraising**
  - i. **Admazing Savings** – 160 books sold so far. School receives approximately half of that. November 13<sup>th</sup> is cut-off date for sales.
  - ii. **Loveable Labels** – On-line fundraisers. Use the [patricks@loveablelabels](mailto:patricks@loveablelabels) website so the school gets 20% of sales. Commission received in July was \$44.56. This year we have made \$67.00 thus far.
  - iii. **Trip-of-the-Month**
    - Ticket Sales - 180 tickets sold to date. Need to sell 245 tickets to break even
    - First draw is October 31, 2016 - morning assembly. Mr. Wilkinson to invite someone to do the draw.
    - Feedback from corn roast – sold eight trip of the month tickets
    - Marketing Plan – We will sell tickets at the October 13<sup>th</sup> Medalta Market.
    - Radio ads – Amy Ziebart to try and get free radio time.
    - We will do a draw for all students at first draw.

## 5. **New Business**

- a) Trisha Cadwallader volunteered to lead the decorating committee. We need a few more volunteers to assist Trisha.

6.0 **Next Meeting** – October 20, 2016, 6:00pm, Music Room.

7.0 **Adjournment** – 8:45 pm