

## Delburne Parent Advisory Council

### Annual General Meeting

October 13, 2022

#### **Call to order and Attendance:**

Meeting called to order at 6:03

In attendance: Nikki Pivert, Sheena Burk, Janelle Allison, Jane Pisko, Jocelyn Pennock, Courtney Faber-Gillespie, Brittany Zak, Brandy Metz, Jocelyn Marek, Leslie Raniseth, Nikki Gongaware.

#### **Elections: 2022-2023 Board:**

##### **Board Elections:**

###### **President:**

Name: Nikki Pivert

DOB: Jan.14, 1989

Occupation: Monster Chaser

###### **Vice President:**

Name: Nikki Gongaware

DOB: Sept. 21, 1993

Occupation: Farmers Wife, Equine Sports Therapist

###### **Treasurer:**

Name: Brittany Zak

DOB: 06/30/1985

Occupation: Teacher

###### **Secretary**

Name: Courtney Faber-Gillespie

DOB:05/20/1981

Occupation: Teacher

###### **Directors:**

Name: Amanda Brockoff

DOB:08/26/1983

Occupation: Drafter

Name: Sheena Burk

DOB: April 1, 1983

Occupation: Business Admin

Name: Dawn Nikiski

DOB: Feb. 24,1983

Occupation: Business Owner

### **Trustee Report:**

Not able to attend

### **Admin Report:**

Everyone is settling in, Athletics are in full swing, they are working on building academic stamina in the high school students. Looking at implementing some mental health supports. They have some Halloween Activities planned. Nov. 10 at 10 am is Remembrance Day, Nov 24 is Parent Teacher Interviews, they are going to offer phone interviews and in person interviews. The division is moving to a '2-reporting period', there will be more information released on that shortly. Grades 5-12 marks are online for parents to keep informed.

### **Old Business:**

Servus thank-you card: Nikki Gongaware will put one together and drop it off at Servus

BBQ table: There was lots of great communication and had lots of parents sign up to volunteer.  
Cookies: we ordered 600 and had 8 dozen left. We were liberal in handing them out. The Face Painting was well received but if its goal was to raise money didn't do too well. There was a lot of garbage around afterwards.

Logo Competition: Group decided to move ahead with the idea. A full proposal will be presented at the January meeting.

### **New Business:**

School website: PAC link: Speak with Kim about updating info.

Janelle's role: Has changed to 'Communications' vs 'Social Media', that would include:

- Communicating with the public via Facebook
- Communicating with the school

We are looking at having a shelf in the school to store binders and information

### **Next Meeting:**

Alternate meeting times from 3:30 and 6:30 each month: It was debated if we should alternate times. We might reach a broader audience that way. It says in the by-laws that meetings are on Thursdays and with Hockey it would be better for meetings to be at 6. It was decided that Thursdays at 6 will be our time for the next meeting, we can then vote on changing the by-law if attendance continues to be low.

**Meeting Adjourned:** 6:37pm

## **DSPAC Monthly Meeting**

**October 13, 2022**

**Call to order:** 6:38 pm

### **Hot Lunch:**

Update from Nikki and Leslie (profit, procedure, volunteers):

Subway profits were lower than expected as we didn't charge for GST. We will not increase cost as the profit was enough for now.

We have booked Subway and Boston Pizza until June.

Hot Dogs: First day sold 13 dozen and second day sold 15 dozen. Made \$225 but had to buy ketchup, mustard, and bags. We will change to wraps vs bags when we run out. The high school students were not interested in buying up the extras. We will buy the High School volunteers a free hot lunch once a month.

Volunteers are phoned beforehand and prepped by Leslie to know where to go and what to do.

Have volunteers booked until Christmas

### **Boston Pizza receipt program:**

Anytime that anyone visits Boston Pizza, if they save their receipt and drop it off at the school. The school will receive 5% back. Courtney will advertise in the village voice; Janelle will advertise on the Facebook page, and it will also be in the Tribune.

**Financial Report:** Brittany read the Report for Sept. 16 – October 13. No errors or emissions. Report Adopted.

### **2022-2023 Budget:**

#### **Funding requests:**

Jocelyn was given a budget of 10-12 thousand. She will meet and discuss with staff. At the November meeting she will bring a list of requests for approval.

We usually contribute to bring in the A-Line skaters. That might need to be included in her budget.

We always pay for the high school award and the graduation caps. Those are permanent budget items.

Our casino is getting bumped. Maybe to the 3<sup>rd</sup> quarter of 2023 but most likely to 1<sup>st</sup> quarter of 2024

#### **Yearly Fundraising Goal/ideas:**

It was decided that people are overwhelmed with fundraisers. They cannot sell anything more to their families and friends.

It was mentioned we shouldn't sell in the fall as not to overlap with the school fundraiser.

It was discussed if an event would be better, but the overhead and costs are large and there is a lot of concern about events with drinking as a fundraiser.

Nikki mentioned a school showcase idea. Where we charge \$5 admission to come in and browse students' best item of work from the year. Finished with a school dance

Jocelyn mentioned that in Elnora they do a silent auction at the Christmas concert. This idea was well received. Brandy motioned we run a silent auction at the Christmas concert and Jocelyn M. seconded. Nikki Pivert will write a sponsorship letter by Oct.24 that we can use to start collecting Silent Auction Items. Jocelyn will be meeting with Staff and will confirm the Christmas Concert and which grades will be participating beforehand.

Brittany will get us set up for EMT to assist with winning bid payments.

It was decided to buy supper for the teachers on Parent Teacher Conference Night.

### **Bank Signing Authority:**

- Signer Update Requirements for Delburne Parent Advisory Accounts:
  - General Account # 8532566 and Casino account # 13593363
    - Nikki Gongaware motions to remove **Jane Pisko** from both Servus Credit Union accounts numbered # 8532566 and # 13593363 seconded by Courtney Faber-Gillespie, motion carried unanimously.
    - Nikki Gongaware motions to add **Brittany Zak** as authorized signer to the Servus Credit Union accounts numbered #8532566 and #13593363, which requires two authorized signers, seconded by Courtney Faber-Gillespie, motion carried unanimously.
    - Nikki Gongaware Motions to allow Brittany Zak to open and access EMT transfers on General account # 8532566 . Courtney Faber-Gillespie seconds. The motion passed unanimously.

### **New Business:**

We became aware of the SOARING Pilot Project Grant. Jocelyn and Mel will look at it and if they are interested will write up a letter of intent. We will then submit it on their behalf. The deadline is Oct. 25.

**Meeting Adjourned:** 7:12 pm

**Next Meeting:** Thursday, November 17, 2022

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**Secretary**

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**Vice-President**