

**Immaculate Conception School**  
**Parent Support Group Zoom Video Conference September 22, 2020**  
**Minutes**

**Present:**

Stephanie Carpenter, Deb van Adrichem, Julia Good, Nick Reiffarth, Sherry Gilbert, Freddy Padilla-Baca, Tara Schwab

**Adoption of Minutes:**

Freddy, Deb

**Adoption of Agenda:**

- Added Purdy's fundraiser to new business

Julia, Freddy

**Principal's Report:** Kathleen Barth, presented by Sherry Gilbert

- See handout.
- Additional notes:
  - Due to our principal's extraordinary workload, she will be mostly represented by the staff liaison Sherry.

**Treasurer's Report:** Deb van Adrichem

- See Year to date Actuals as of July 31, 2020 and as of August 31, 2020.
- Additional notes:
  - Deb is ready to submit the annual report to gaming; just waiting for Stephanie's signature.
- See Operating Budget as of September 14, 2020.
- Additional notes:
  - The budget is designed to balance if we can commit to fundraise around \$2,500 despite COVID restrictions. With some adjustments, this goal might be lowered to \$2,000.
    - We are missing out on our main fundraiser (see golf tournament under Old Business). Can we burden families with several small fundraisers? Consensus was that that is what it used to be like in years before the golf tournament and that families will be understanding given the current situation.
    - It is not clear whether Roots of Empathy can take place this year. Sherry will look into this. The annual fee will most likely remain though.
    - In terms of fieldtrips, swimming will be taken out of the budget as it cannot take place this year. Other fieldtrips remain to be confirmed.

- The Hot Lunch program can run with some COVID adaptations. Due to a shortage of volunteers, and particularly volunteers with Food Safe certification, Food Safe reimbursement to train more volunteers and PPE expenses will be added to the budget totalling up to \$520.
    - Classroom funds will be lowered to \$100 per class with the option of increasing them again if small fundraisers turn out to be successful enough to support \$200 per class.
  - Budget approval was tabled until next meeting, when Deb will present a budget with all the changes that were discussed.

### **Old Business**

- Golf tournament
  - Cancelled in 2020. Current COVID regulations make fundraising at a tournament difficult and somewhat ineffective. In addition, holding a tournament in September and then again in June would be asking a lot of out sponsors.
  - Next planned golf tournament scheduled for June 2021.
- Craft fair
  - Cancelled in 2020. Registration fees have been refunded. \$360 of the refund cheques have not been cashed as of August 31, 2020.
- Shopping cards
  - Nick confirmed the numbers in Deb's documents.
  - The bank account will have a higher sum as some funds were deposited after the month's end.
- Hot lunch
  - The program will go ahead with adaptations due to COVID:
    - Parents wear masks and gloves.
    - Sanitizers are on hand (same cleaning equipment as before).
    - Parents cannot enter the school; bins with meals and snacks will be picked up at the hall door by school staff.
    - The volunteer pool is currently small, and only two persons have up-to-date Food Safe certification. The goal is to recruit more people and encourage some to take a Food Safe course (to be reimbursed by PSG).

### **New Business**

- Budget
  - Covered in treasurer's report above.
- Ideas and plans
  - PSG will put out regular calls for parents to volunteer for fundraisers, and bring ideas for fundraising forward.
- Art cards
  - This fundraiser has already been started.

- The expected revenue has been lowered in the budget; with many kids missing days at school due to cold symptoms, it is likely that not all kids will get a chance to submit artwork.
- Purdy's fundraiser
  - This was presented as an option to Stephanie. Nick has experience with running it and confirmed that it is a generous and well-run fundraiser worth pursuing. Stephanie will look into details, and PSG is considering running the Christmas and Easter fundraisers.

**Next Meeting:** October 20, 2020, TBD whether Zoom, in-person, or both.