

**Immaculate Conception School**  
**Parent Support Group**  
**In-Person/Zoom Video Conference September 21, 2021**  
**Minutes**

**Present:**

Stephanie Primus (Chair), Jessikha Hoeg (Shadowing Chair), Deb van Adrichem (Treasurer), Julia Good (Secretary), Nick Reiffarth (Shopping Card Program), Sherry Gilbert (Staff Representative), Jerry Joseph (School Council Representative), Angela Betz (Craft Fair Coordinator), Freddy Padilla, Melissa O'Brien, Sunny Kullar and Kiran Kullar, Oliver Iorhemen and Linda Iorhemen, Marit Keen.

**Adoption of Minutes:**

Stephanie, Deb

**Adoption of Agenda:**

- Add Art Cards
- Add Purdy's
- Add Craft Fair

Stephanie, Freddy

**Principal's Report:** presented by Deb

- See handout.

**Treasurer's Report:** Deb

- See financial handouts.
  - The last fiscal year, which ended August 31, was not a 'normal' year. Due to COVID restrictions, a number of fundraisers could not take place, and spending was cut as a consequence. The year ended with a surplus.
    - For new parents, the three accounts – general, shopping, and gaming - were explained.
      - ✓ General: Regular fundraisers go in as revenue, and most PSG expenses for regular school operations come out.
      - ✓ Shopping: This account is for all expenses and revenues of the shopping card program. The program is shared with the parish, and surplus revenues are typically used for shared expenses concerning the school and church grounds.
      - ✓ Gaming: Gaming grants from the government as well as revenues from gaming fundraisers, such as the 50/50 draw, constitute revenues for this account. As per government regulation, these funds can be used for certain extracurricular expenses.

- The draft operating budget for the year 2021/2022 assumes that this year will face similar restrictions. Numbers are derived as conservative estimates using previous years as guidelines. This will be discussed in detail and finalized at the next PSG meeting.
  - For new parents, each item on the operating budget was briefly explained.
  - The 50/50 draw was explained in detail: This is a fundraiser run independently by the school with a gaming license obtained specifically for this purpose. We are licensed to collect up to \$9,999.99. Tickets are sold by parents of our school community. One-half of the funds collected goes to the winner of the draw, the other half benefits the PSG's gaming account.

### Old Business

- New Executive
  - Executive positions are elected at the PSG meeting in January.
  - Currently, Jessikha is training for the position of chair. Julia is training for the position as treasurer.
  - We will need a new secretary and someone to coordinate the shopping card program.
- PSG Meeting Schedule
  - Since Tuesday evenings will not work for everyone of the PSG Executive in the coming months, the second Wednesday of every month was suggested as an alternative to the current meeting schedule.
  - Freddy made a motion to change the schedule accordingly. There were no objections.
- Shopping Card Program
  - Nick explained that the shopping card program orders gift cards from various retailers at a discount and sells them at face value.
  - The role of the coordinator is to ensure that there is a breadth of cards available in stock at the school and restocks accordingly and keep records. Large orders are typically expected around Christmas.
  - The binder with cards is available at both Sunday masses at church for parishioners to purchase cards every week. Two volunteers, one for the 9am mass and one for the 11am mass, usually take care of this.
  - Nick confirmed that the program currently has cards to value of roughly \$11,000 in stock.
  - Anyone interested in taking over this program should please contact Nick at [icspsggc@gmail.com](mailto:icspsggc@gmail.com). He will be available for training and assistance until the end of this school year.
- Hot Lunch

- Tara Schwab will continue in the role of coordinator. She can be contacted at [tara2023@hotmail.com](mailto:tara2023@hotmail.com). Anyone interested in volunteering with this program can please contact Tara.
- The Hot Lunch program consists of four teams taking turns with cooking meals for students on Fridays. This takes place at the parish kitchen. At every hot lunch, at least one team member with Food Safe has to be present. Each team typically has a shopper who takes care of the grocery shopping and a baker who bakes treats from home. Home-made baking will still be suspended this school year due to COVID restrictions and regulations.

### **New Business**

- Meetings and COVID restrictions
  - The need was expressed to improve communication prior to meetings in order to encourage more parent participation.
    - We will ask Opal to distribute the meeting documents usually shared between the Executive (and partially posted on the website) to the entire school community.
  - This was our first hybrid meeting with both in-person attendees at the school library and online attendees via Zoom. Communication across the different spaces was difficult at times. Given the current COVID situation, consensus was that this is not the right time to move to in-person only meetings. Freddy made a motion to return to Zoom meetings for the time being. Seconded by Stephanie and Deb. There were no objections.
- Art Cards
  - The program was explained for new parents. Teachers guide students in creating artwork in class. This is submitted, and parents can then order greeting cards and other merchandise with the image their child created. For further questions, please check out this website: <https://www.artcardsbykids.com/>.
  - As chair, Stephanie has been taking care of communications with the company offering this fundraiser. She would be happy to pass this role on to someone else once she is relieved of the chair position. Tracy Sousa, a parent and staff at IC School, has been coordinating the program within the school and is willing to stay on as coordinator. This will also help to minimize the number of parents in the school building, a safety precaution required by COVID guidelines.
- Purdy's
  - This fundraiser worked well last Christmas, and we will do it again.
  - Stephanie coordinated this last year and will do it again. It was reiterated by Deb that a number of us will be available to help sort the orders once they arrive at the school; however, due to COVID, the goal will be to

involve only a couple of families in this in-person activity to minimize direct contact.

- Craft Fair
  - It has been decided that this still cannot take place due to COVID restrictions and requirements. Some of the limitations and requirements around such events include a maximum attendance of 50% capacity of the location, a mask mandate, and vaccination requirements. The PSG and school do not have the capacity to police this and employ necessary security personnel to ensure safe operations.
  - Planning for the Craft Fair 2022 will have to begin this school year. This will be put on the February agenda.
  - Angela began shadowing craft fair coordination at the last Craft Fair in 2019. She is willing to continue in the role of coordinator but will need support and any notes that may have been kept in the past to start planning.

**Next Meeting:** October 13, 2021 at 7:00pm via Zoom.