

**Immaculate Conception School  
Parent Support Group  
Zoom Video Conference October 13, 2021  
Minutes**

**Present:**

Kathleen Barth (Principal), Stephanie Primus (Chair), Jessikha Hoeg (Shadowing Chair), Deb van Adrichem (Treasurer), Julia Good (Secretary), Sherry Gilbert (Staff Representative), Jerry Joseph (School Council Representative), Freddy Padilla, Sarah Roberge, Andrea Born, Billie Drazenovic, Raven Hogue.

**Adoption of Minutes:**

Deb, Andrea

**Adoption of Agenda:**

Raven, Andrea

**Principal's Report:** Kathleen

- See handout.

**Treasurer's Report:** Deb

- See financial handouts.
- Operating budget (draft for discussion and approval):
  - Chequing account:
    - Expenses
      - ✓ Staff representatives explained the number of full-time and part-time positions among staff who are receiving classroom funds. Funds were adjusted to provide \$100 to full-time and \$50 to part-time positions.
    - Fundraisers:
      - ✓ Only those which are manageable during COVID conditions have been included in the operating budget.
      - ✓ Art cards fundraiser is ongoing. Order forms and sample cards will go out to parents shortly.
      - ✓ Purdy's is planned for Christmas again. Stephanie is in contact with Purdy's, and will send registration information for our school and ensure that the orders are placed and delivered in time for Christmas.
      - ✓ Northroast Coffee is planned for the spring. It was a success last school year.
      - ✓ Golf Tournament is not planned for this school year. Stephanie is in contact with the Prince George Golf and

Curling Club, and they have reserved a date for us for now, just in case we can unexpectedly run this event next spring.

- ✓ Craft Fair is cancelled (see details in September meeting minutes). Raven Hogue has offered to be available to support Angela Betz in preparing this for the next school year, with preparations beginning in spring 2022 for the event in fall 2022.
- Gaming account:
  - Revenue:
    - ✓ The grant is expected to be deposited soon. (It arrived the week following the meeting and amounts to \$3,780 this school year.)
    - ✓ The 50/50 was explained to new parents. It was explained what types of expenses are eligible to be covered by gaming funds (generally extra-curricular expenses). Since we are expecting gaming expenses, such as field trips and sports event and team expenses, to occur again this year, the 50/50 draw was re-introduced as a simple, minimal contact avenue of obtaining revenue for those expenses. It is too late to do this before Christmas, as was traditionally done, and Purdy's has taken that spot on the fundraising calendar; therefore, the 50/50 draw was added before spring break. We will need a leader to spearhead this fundraiser. Debra and Stephanie will be available to support whoever takes this on. The treasurer takes care of the gaming license and accounts for incoming funds as well as printing and other related expenses.
  - Expenses:
    - ✓ Outdoor basketball hoop replacements were added to gaming expenses.
- Freddy made motion to adopt the changes. Billie seconded. No-one was opposed.

### **Old Business**

- Shopping Card Program
  - It was explained that funds from the shopping card program typically are accumulated for a couple of years and are spent on common church ground expenses carried by the parish and the school together.
  - Sarah inquired about the program and will get in touch with Nick to get more details and determine whether she is able to take it over. Jerry offered to support shopping card sales at Sunday mass.

- 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.
- Jessikha is drafting a post for the school Facebook page. Julia will forward job descriptions for shopping card coordinator and secretary for this purpose.
- For the November meeting, we will touch base with Sarah and keep this item on the agenda until a successor for Nick is found.
- Hot Lunch
  - Freddy passed along Tara's question whether meat for hot lunch should be sourced locally and should be organic. What are the priorities: cost, local, or organic?
  - We used to have a local supplier who gave the hot lunch program a discount. That supplier was unable to maintain supplies.
  - Julia will get in touch with Tara about the possibility of conducting an online survey to find out parent priorities. This could be accomplished via SurveyMonkey. A draft survey will go to Kathleen for approval and will be sent out by the school.
  - Andrea offered to reach out to local suppliers to find out availability and cost and will contact Tara.
- Art Cards
  - Art has been created, and sample cards and order forms are expected to be sent out to parents shortly.

### **New Business**

- Purdy's
  - This will be on the November agenda. Until then, Stephanie is making sure we register for the fundraiser and have order forms out in time to place orders and receive shipments before Christmas.
  - We will need volunteers to sort the orders once they have been delivered to the school. Several people have expressed their availability.

**Next Meeting:** November 10, 2021 at 7:00pm via Zoom.