

**Immaculate Conception School  
Parent Support Group AGM  
Zoom Video Conference January 19, 2021  
Minutes**

**Present:**

Kathleen Barth, Stephanie Carpenter, Deb van Adrichem, Julia Good, Nick Reiffarth, Sherry Gilbert, Anita Comba, Freddy Padilla-Baca

**Adoption of Minutes:**

Deb, Stephanie

**Adoption of Agenda:**

Stephanie, Julia

**Principal's Report:** Kathleen Barth

- See handout.
- Additional notes:
  - The Expansion Committee is on hold for the time being due to COVID.
  - Sherry Gilbert expressed acknowledgement of the considerable added workload COVID has meant for the principal and gratitude for the sacrifices Kathleen and her family have made for the school. This sentiment was shared by the parents present as well. Thank you to all staff and especially our principal!

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

- See financial handouts.
- Additional notes:
  - November and December show overspending as most of the agreed upon items for the school year were withdrawn from the account, but no fundraising had been completed. The cheque for the canvas will show as a withdrawal in January.
  - The Purdy's fundraiser held in December leading up to Christmas raised a total of \$2,802.71. These funds and an additional rebate cheque will be deposited in January and will cover budgeted spending so far.
  - Deb pointed out that she will have one more year as treasurer. Now would be a good time to think about succession planning and find a new treasurer who could be mentored over the next year.

**Elections**

- All individuals currently holding the positions up for election, including Chair, Treasurer, and Secretary, stood for re-election. All present were in favour, none opposed.

- Chair: Stephanie Carpenter
- Treasurer: Deb van Adrichem
- Secretary: Julia Good
- Emails will go out to all parents to inform every IC family about upcoming opportunities to take on PSG responsibilities.
  - Co-Chair to shadow Stephanie and share the duties for the Chair, and eventually take over.
  - Treasurer
  - Shopping Card Program (not an elected position)
  - Golf Tournament Coordinator (not an elected position)

### **Old Business**

- Shopping Cards
  - Shopping card sales have been high as people made an extra effort to support the school in COVID times. The account balance should be around \$5,500 to \$6,000 once all cheques are deposited.
  - The Shopping Card program also has to think about succession planning as Nick only has one more year. Nick will be available for mentoring and transition when necessary.
- Hot lunch/Food safe
  - Tara was not present for an update. Each team currently has a sufficient number of members and at least one Food Safe certified member.
- Purdy's Fundraiser
  - Purdy's raised \$2,802.71 and additional rebates.
  - The fundraiser was considered a great success and easy to run. PSG will consider it again for next December. Hopefully, by then, COVID will not be a barrier anymore, and more parents can be invited to help with the sorting (the only, brief, labour intensive part).

### **New Business**

- Coffee Fundraiser
  - This fundraiser with North Roast Coffee, a local coffee company, will run before spring break.
  - Stephanie has order forms ready. Order forms will be sent out to all IC families. Families order their roasts and pay PSG. PSG then issues a cheque for the agreed upon portion to North Roast Coffee.
- Purdy's
  - PSG was approached to inquire whether we would want to run an additional Purdy's fundraiser for Easter. With the coffee fundraiser coming up, we declined and decided to plan Purdy's again for next Christmas.
- Golf Tournament

- As of right now, it is unclear whether a golf tournament will be possible this year.
- Whether for this spring, or due to COVID some later time, the fundraiser will need a new coordinator.
- Co-Chair
  - Our chair has taken on new professional commitments, and consequently less time available for PSG duties, and is looking to share the position of chair and mentor a successor.

**Next Meeting:** February 16, 2021 via Zoom.