

**Immaculate Conception School**  
**Parent Support Group Zoom Video Conference October 20, 2020**  
**Minutes**

**Present:**

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

**Adoption of Minutes:**

Freddy, Deb

**Adoption of Agenda:**

Julia, Freddy

**Principal's Report:** Kathleen Barth

- See handout.
- Additional notes:
  - The sense of community usually experienced in assemblies, school mass, and other school-wide events and activities is missing this year. But the school community is taking the COVID challenges in stride and making the best of what can be done safely.

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

- See Year to date Actuals as of September 30, 2020.
- See Operating Budget as of September 14, 2020.
- Additional notes:
  - There have been two changes made to the budget that is presented for approval.
    - As discussed in the previous meeting, classroom funds have been reduced to \$100 per classroom.
    - The decision to include Food Safe expenses for the Hot Lunch program in the PSG budget (as discussed in the previous meeting) was reversed.
      - ✓ Hot Lunch revenue and expenses flow through school accounts. Any surplus revenue goes to the school library or where it may be needed in the school. PSG pays for half of the annual kitchen cleaning as a fixed item in our budget.
      - ✓ This is a year such as this when fundraising is very limited and our goal is to break even with what little fundraising we will be able to do. Therefore, the expense of Food Safe certification for additional members of the Hot Lunch team was passed back to the school. It will be the school's task to explore whether Hot

Lunch surplus can be used for this or a slight increase in meal prices will have to be used to recover the cost to the program.

- Deb made motion to approve the Operating Budget as of September 1, 2020. Julia seconded, no one was opposed.

### **Old Business**

- Gift Cards
  - The president of the Knights of Columbus, who spearheaded the shopping card program, will retire shortly. There is some uncertainty about whether this will affect the program, but we can currently expect it to continue in a similar fashion.
- Hot lunch/Food safe
  - Budgeting was discussed with the Treasurer's report.
  - We will ask Tara to provide an update on Food Safe certification.
  - Kathleen will get Hot Lunch accounting from the school accountant for the next PSG meeting. The numbers will be used to revisit the purpose of the program – fundraising or affordable service – and determine whether the budgeting and funding allocation for the program needs to be restructured.
- Purdy's Fundraiser
  - We will go ahead with planning a seasonal Purdy's fundraiser.
  - Stephanie will contact the Purdy's representative who approached her to find out details.
  - Stephanie will instruct Opal to include a call for volunteers to run this fundraiser in the next school newsletter.
- 50/50 Plan
  - The question was posed how to conduct a 50/50 safely during COVID and whether our budget relies on this fundraiser.
    - Revenue from the 50/50 Draw goes into our gaming account. This account has a healthy balance, and the activities which qualify to be funded from gaming money will be very limited to non-existent this year. Most fieldtrips and extracurricular activities are expected to be cancelled due to COVID.
    - Therefore, it has been decided that our fundraising energy, and the financial demands on each family's finances, are better placed with other small fundraisers that will help us balance our budget.
    - We will put a note in the school newsletter to inform families that this fundraiser will not take place in 2020, and encouragement to support our other fundraising efforts as generously as each family can afford.

### **New Business**

- Other fundraiser ideas
  - St. Mary's had a very successful coffee fundraiser that may be worth looking into. Sherry will get details for the next meeting
  - A plant sale from Van Roode may be an option.

- We will put out a general call to support fundraisers and bring forth (and carry out) other local fundraisers.

**Next Meeting:** November 17, 2020, TBD whether Zoom, in-person, or both.