

**Immaculate Conception School
Parent Support Group
Zoom Video Conference April 20, 2021
Minutes**

Present:

Kathleen Barth, Sherry Gilbert, Deb van Adrichem, Nick Reiffarth, Julia Good, Freddy Padilla, Stephanie Primus, Jessica Hoeg, Anita Comba, Ivy Jepson, Katherine McCall.

With several new faces attending this meeting and potentially interested in taking on formal roles in the PSG, we began the meeting with introductions.

Adoption of Minutes:

Deb, Anita

Adoption of Agenda:

Deb, Julia

Principal's Report: Kathleen Barth

- See handout.

Treasurer's Report: Deb van Adrichem

- See financial handouts.
 - No new activity.
 - All accounts are balanced and show a surplus at this time.
 - For the next meeting, in May, it will be helpful to think about year-end expenses (for example for graduation and awards) that will have to be adopted into the budget. Whenever possible, we will aim to pay expenses out of the gaming account; however, its use is limited to items related to extracurricular activities.
 - Kathleen mentioned the installation of the already purchased new basketball backboards. Deb later confirmed that this is eligible for gaming funds and will be added to next month's agenda.

Old Business

- Shopping cards
 - No news.
- Hot lunch
 - No news.
 - Recruiting of new volunteers will be necessary for next school year but was tabled until September.

New Business

- Coffee Fundraiser
 - Order forms went out to all families today.
 - We will need 3-5 volunteers for the coffee sorting once it is delivered to the school. As with Purdy's, this can be done safely in the gym.
 - Julia, Deb, and Freddy had already put their names down for this.
 - If more people are needed (depending on the volume of orders), a call for volunteers will go out to all families.
- Golf Tournament
 - Has been cancelled. No new date is booked, but Stephanie will stay in touch with them to confirm a new booking once we know when it will be possible again. We will revisit this topic in the fall.
- Staff Appreciation
 - It was decided to do this on May 4.
 - Kathleen will send us the order list.
 - Julia will place the orders (Starbucks and Tim Horton's) on May 3 for 10am on May 4.
 - Freddy and Jessica will pick up the orders and deliver to the school.
 - Staff who will not be working that day will get their treat on another day.
- Recruiting
 - Ivy, who has kids in grades K, 2, and 4, is interested in taking on a role and has experience with organizing a golf tournament.
 - Katherine, whose kids are in grades K and 2, has bookkeeping experience and is interested in taking on a role.
 - Jessica, with kids in grades 1 and 4, has board experience and has agreed to take over the position of Chair of the PSG.
 - Nick, Deb, Stephanie, and Julia provided brief job descriptions.
 - Everyone was left to think about this and get in touch to confirm what positions they would like to take on.

Next Meeting: May 18, 2021 via Zoom.