

Immaculate Conception School
Parent Support Group Meeting October 15, 2019
Minutes

Present:

Sherry Gilbert, Carrie Connelly, Tracy Sousa, Deb van Adrichem, Freddy Padilla-Baca, Tracey Taite, Stephanie Carpenter, Angela Betz, Julia Good, Christina Babcock, Kristy Dewlo

Adoption of Minutes:

Carrie Connelly, Stephanie Carpenter

Adoption of Agenda

Tracey Taite, Julia Good

Principal's Report: presented by Sherry Gilbert

- See handout.
- Amendments/highlights:
 - Volunteers needed for first Explore Project in November. New project ideas and leaders, as well as more helpers for planned projects are welcome.

Treasurer's Report: Deb van Adrichem

- See handouts.
- Restructuring of reporting and balancing accounts:
 - Previously used 'Budget Worksheets' have been restructured into income reports reflecting revenue, expenses, opening and closing balances, and bank account balances.
 - Reports now include:
 - *Revenue and Expenses Statement* as of August 31, 2019 (year-end for 2018/2019),
 - *Year-to-Date Actuals* to the end of the previous month, with only actual revenues and expenses incurred in the school year to date, and
 - *The Operating Budget* outlining the planned/expected revenues and expenses for the current school year (calculated based on past years' actual).
 - Motion to adopt updated operating budget and year-end statement: Freddy, Stephanie.
- Gaming:
 - Need to apply for gaming licence for 50/50 draw a.s.a.p. to ensure ticket sales can start before Craft Fair (tickets to be offered at Craft Fair).
 - 1,999 tickets at \$10 per ticket.

- Start selling November 8, stubs and money to be returned by December 9.
 - Draw date December 17, 2019 at the 1pm Christmas Concert.
- Provided definition of eligible expenses to be covered by gaming grants. Detailed break-down available on pp.35ff of the Community Gaming Grants guidelines. Document can be found here: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/guide-cgg.pdf>.
- Awards and trophies and Terry Wilson Tournament were moved from general account to gaming.
- Other items up for consideration to be moved to gaming include K and grade 7 grad, and Explore Projects. Will be discussed further at next PSG meeting.
- Signing authority:
 - Letter will be handed in at Integris to take previous secretary Sonya Goyer off account and add new secretary Julia Good.
- Golf tournament accounting:
 - Deb has received itemized list of receipts and payments from school accountant. Lack of clarity because some items were run through the school and some directly through PSG. Deb will clarify further with Stephanie and accountant.
 - For next tournament, the plan is to run everything through the school; school cuts PSG a cheque at the end. That way, in case of an audit, all accounting details are in one place.

Old Business

- Roots of Empathy:
 - Tracy Sousa has completed first training session in Vancouver. Since there is a healthy balance in bank account, PSG will take over additional training costs to complete her training. Costs are expected to be similar to first training session and accommodation.
 - Motion to cover expenses: Stephanie. No one opposed.
 - Tracy thanked the PSG for the opportunity and reported on a very positive training experience so far. She has started Roots of Empathy in grade 3 with Mrs. Ceasar and her baby.
 - Have enquired whether it is possibly to train Tracy to be a Roots of Empathy trainer. No answers yet.
 - Looking into partnering with Sacred Heart and St. Mary's to provide the program for their students as well and share ongoing costs.
- Craft Fair:
 - Sold out with a wait list.
 - Need to ensure janitors are available. PSG pays for their cleanup work.
 - Need to rent tables from Sacred Heart; need volunteers with trucks to pick up tables.
 - Mr. O responsible for sound system.

- Grades 5, 6, and 7 will help together and share revenue from concession.
- Need volunteers to sell 50/50 tickets.
- Will ask Nick if he or Carolynne want a table to sell shopping cards.

New Business

- **Golf tournament:**
 - Tournament booked for June 6, 2020. Will check with Aberdeen again.
 - Kristy and Christina were introduced to each other and will meet to coach Christina to take over.
 - Note: Last year, no one was watching raffle prizes etc. once golfers went out. Should have one volunteer to stay behind.
- **50/50:**
 - Was discussed earlier.
- **Hot Lunch:**
 - Concerns over seemingly expired health permit taken to Kathleen Barth.
 - Cleaned cupboards, fridge, and freezer.
 - Will have to ensure that other user groups are on board with adhering to Food Safe practices pertaining to kitchen maintenance. Hot Lunch has check lists to ensure everything is clean and turned off. Others might want to use similar system? Freddy will talk to other user groups.
 - Need some new utensils. Receipts to Deb. PSG or Hot Lunch will pay.
- **Gift Cards:**
 - Account details, as provided by Nick, discussed earlier as budget item. No further discussion.
- **Kernels fundraiser:**
 - Suggested by a parent. PSG has adopted fundraising strategy to focus on limited number of large fundraising events. Therefore, won't take on Kernels. However, parents can approach classes who are fundraising, e.g. movie nights.
- **Joint Meeting in November:**
 - PSG has traditionally provided food, Council wine. Stephanie will send out reminder emails to bring appetizers to share.
- **Musical Theatre:**
 - This year, joint production with St. Mary's and Sacred Heart. Majority of participating students currently from IC.
 - Grade 6 and Musical Theatre teacher Caitlin Ceasar sent letter asking PSG to consider a donation to cover some of the royalty, props, and rental expenses.
 - PSG will support. Amount yet to be decided. This can come out of gaming account.
- **Uniforms:**
 - Question if school could possibly keep some stock on hand as ordering and especially returns/exchanges are costly and time-consuming.

- Might be too costly to keep adequate selection on hand. But Sherry will ask Tamara Monai if she would facilitate a buy-and-sell Facebook page or other form of exchange opportunity beyond used uniform sale by donation.
- Newsletter:
 - Will ask to put a link to PSG minutes and the PSG page within the ICS website back into the school newsletter.

Next Meeting: November 20, 2019

- PSG meeting 6:30pm
- Joint meeting with Council 7:00pm