Immaculate Conception School
Parent Support Group AGM January 21, 2020
Minutes

Present:
Kathleen Barth, Stephanie Carpenter, Deb van Adrichem, Freddy Padilla-Baca, Julia Good, Sherry Gilbert

Adoption of Minutes:
Freddy, Julia

Adoption of Agenda

- Some additions and changes:
  - Minutes to adopt were AGM minutes from January 2019.
  - Craft fair was tabled until the February meeting.
  - Golf tournament details were to be discussed in a separate meeting by the organizing team. It was taken off the AGM meeting agenda.
  - Gift cards were taken off the agenda as Nick was not present.
  - Musical theatre was added.
  - Ski trip sponsorship was added.
  - Staff appreciation week was added.
  - Canvas for concert backdrop was added.
  - Projectors were added.
- Adopted by Freddy, Julia

Principal's Report: Kathleen Barth

- See handout.

Treasurer's Report: Deb van Adrichem

- See handouts.
- Discussion:
  - Deb raised the question of what constitutes a quorum in PSG meetings.
    - Meetings, while open to all ICS parents, tend to be held by a small group. As long as the complete board is present, decisions on planning and spending can be made.
  - Roots of Empathy has come in at a higher cost than expected. Deb opened discussion as to how to handle this.
    - When discussed in September, it was the PSG's understanding that the cost for the out-of-town training was around $2,000. PSG agreed to cover

the expenses for the training and the annual Roots of Empathy fee of $500.
        - After a successful first training session for Tracy Sousa, the PSG agreed to take over the expenses for a second training session (yet to be completed), expected to come in at a similar cost to the first one.
        - The expense invoice for the first session has now come in at around $4,300, which is around $1,800 above what was expected.
        - It was decided that the PSG will pay this invoice in full, and the school will cover the expenses for the upcoming second training session. Motion was made by Stephanie. Approved by Deb and Freddy; no-one opposed.
    - As a result of the experience with unexpectedly higher costs and possible lack of clarity surrounding the decision to take over expenses for a project, it was decided that, for future inquiries about PSG sponsorship, a written quote outlining expected costs should be submitted for consideration. This will provide clarity for all parties and allow the PSG to budget its expenses.
    - A decision on the amount to be donated to the musical theatre production was still outstanding.
        - Music and corresponding rights have already been purchased and covered by the school. Props and costumes are mostly provided by parents; however, the production does incur some expenses.
        - Stephanie put forward a motion to donate $500. If possible, this will be paid from the gaming account. Deb will look into this. Everyone was in favour.
    - The Gaming Event Report for the 50/50 draw has been submitted.
    - Art card funds have not been received yet. Kathleen Barth to look into this for next meeting.
    - Deb brought to everyone's attention that the PSG budget for the year will run a deficit. There is enough money in the account to cover this, but it should be kept in mind for future spending decisions and budgeting.
        - We will aim to cover as many things as possible from the gaming account.

Old Business

- None.

New Business

- Hot Lunch:
    - Freddy inquired about possibility to buy more aprons for hot lunch teams.
        - It seems that most of the originally purchased aprons are not at the school anymore. This warrants a clearly defined use system (e.g. aprons stay

with hot lunch supplies, and are washed and returned after every hot lunch together with the towels).
        - A decision was tabled until February. Freddy was asked to provide the number of aprons needed and a detailed quote.
- Pick-up/Drop-off Lane:
    - With bus service ceasing as of September 2020, numerous parents have inquired about the possibility of a pick-up and drop-off lane.
        - Decision-making pertaining to the use of school and church grounds falls into the school council and parish mandate. Inquiries about a pick-up and drop-off lane can be addressed directly to Father Chris.
        - The PSG feels that a pick-up and drop-off lane is not feasible or crucial and would likely not be granted. The following are some reasons why:
            - The parking lot is an idle-free zone.
            - The lane would not be long enough, and parking lot congestion and backed up traffic down the street would be very likely.
            - ICS is lucky to have sufficient parking, especially compared to most other schools in Prince George, and therefore, has no immediate need for additional pick-up and drop-off traffic control measures.
- Skiing Trip:
    - Freddy inquired about the possibility to sponsor the bus for the skiing trip for the older grades.
    - The skiing trip has never been a part of the PSG budget. The $15 cost for the bus is optional for all participating students and parents. Many end up traveling in private vehicles so that typically only one bus is needed.
    - It was decided not to start sponsoring the skiing trip.
- Staff Appreciation:
    - Staff appreciation week has been scheduled for May 4-8, 2020. This will give staff a full week, making sure that part-time staff also get to enjoy it. It will also be a less busy time than previously scheduled staff appreciation weeks.
- Canvas for Concert Backdrop:
    - The canvas has reached the end of its life span. With countless layers of paint accumulated over the years, paint is starting to crack, and it is becoming difficult to paint over it.
    - A quote from Direct Art estimates around $2,000 to disassemble the backdrop, keep the wood frame, and replace the boards.
    - A motion was made to allocate up to $2,000 of PSG funds towards this. Adopted by Deb, Stephanie; no-one opposed. This will come out of the gaming account.
- Projectors:
    - Projectors in several class rooms are wearing out. At least one new one is needed this year.

- PSG had already budgeted for two new projectors at up to $3,500 each. Kathleen Barth will get an updated quote. The PSG will pay according to its original budget.

Next Meeting: February 18, 2020