

**Immaculate Conception School  
Parent Support Group  
Zoom Video Conference May 18, 2021  
Minutes**

**Present:**

Sherry Gilbert, Deb van Adrichem, Julia Good, Stephanie Primus, Jessica Hoeg, Katherine McCall, Tracy Sousa, Shannon.

We began the meeting with introductions. Tracy is joining as a parent and staff member, possibly looking to share the staff representative role with Sherry in the future.

**Adoption of Minutes:**

Jes, Deb

**Adoption of Agenda:**

- Basketball hoop installation was added to the agenda.

Julia, Deb

**Principal's Report:** presented by Sherry

- See handout.
- The ICS Relay for Life 24-hour walk will take place at and/or around the school from 2:30pm on June 10 to 2:30pm on June 11.
  - Kathleen Barth, Sherry, Tracy, and Stephanie (possibly others) have committed to walking the full 24 hours and are inviting and encouraging IC families to join them for any length of time along the way.
  - Details about joining the IC team or other ways of donating will be shared in a note to all families.

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

- See financial handouts.
  - Not all Craft Fair refund cheques have been cashed.
    - Deb will provide last names of those who have not cashed them.
    - Stephanie will contact Angela Betz (future Craft Fair Coordinator) to get in touch with them.
  - We are still expecting some year end fees and expenses. Deb will contact Opal about POS machine fees, grade seven awards (for which we are to expect a similar amount to past years), and kitchen cleaning (which may not be posted until the new fiscal year in September).
  - Tracy confirmed that there were no Roots of Empathy activities this year, and no expenses were incurred.

## **Old Business**

- Shopping cards
  - No news.
- Hot lunch
  - A call went out in the school newsletter that we will be recruiting new volunteers next school year.

## **New Business**

- Coffee Fundraiser
  - The fundraiser was a success and brought in over \$1,000. This reportedly was the biggest school fundraiser yet for North Roast Coffee.
  - Due to a slightly delayed delivery, and limitations on the number of people in the building during school hours, school staff had to take on the sorting. Thank you to Kathleen Barth, Chelsea Handford, and Opal Gamble for sorting the coffee and getting the bags ready for families to take home before Mother's Day.
  - Since this was a successful fundraiser and a good way to support a local business, we will keep this in mind for next year as well.
- Recruiting the new Executive
  - Jes is in touch with Stephanie to stay informed about Chair tasks.
  - Julia has started treasurer training.
- Staff Appreciation
  - Thank you to the helpers.
- Basketball hoop installation
  - It was determined that this can be paid from our gaming account.
  - An engineer has been contacted. He is confident that he can get most of the needed material donated, so that the overall cost will likely be lower than expected. Precise numbers are yet to be provided.

**Next Meeting:** June 15, 2021 via Zoom or, if possible, in-person.