

# MARYLAND PARK PARENT COUNCIL

## Meeting Minutes

DATE May 5, 2021  
TIME 6:30 pm  
LOCATION Virtually via Teams

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### CALL TO ORDER

Meeting called to order at 6:34 pm

### ATTENDANCE

Present:

Pamela  
Rhonda  
Barbara Miller  
Marilyn  
Christy  
Ryan  
Lisa  
Michelle  
Linda  
Erin  
Steve

**WELCOME** – Pam provided welcome to group and introductions of Parent Council executive

Welcome to 1<sup>st</sup> official parent meeting, Ryan Vice president; Lisa treasure; Rhonda as secretary. Welcoming thoughts and introductions from the executive;

### APPROVAL OF AGENDA

Pam requested notification of any additions/amendments to agenda? Motion to adopt agenda – Erin motioned, and Ryan seconded. No one apposed. Motion carried.

### FINANCIAL REPORT

Lisa advised that there is a need for a general account, and lunch committee account. Lisa researched bank account options and reported the following: **Westoba Credit Union (Westoba)** accounts (Lisa works there) are free, but council will have to pay for cheques (200 cheques for about 100 dollars), there is also a fee for mailed out statements and also sending out E-transfers fee. However, receiving E-transfers are free and the council can write as many cheques as needed; **CIBC** - 30 transactions for 4

dollars free with minimum balance of \$ 5000, and there is a cost for cheque purchasing; **Scotia** bank community account – 3 dollars a month with 10 transactions; 50 dollars for 100 cheques. Lisa’s opinion Westoba because of unlimited transactions, and can have two accounts for free. Lisa also added that 15 – 20 cheques per month can be expected to be written for lunch committee commitments; Lisa asked for any questions? Ryan asked if bank cards were provided, and if the Council can access accounts on-line, and both questions were confirmed by Lisa. Ryan added that he has used Westoba previously, and was content with the service provided.

Pam requested a motion to set up two bank accounts at Westoba – general and one lunch program account –***Lisa made the motion: Motion to set up two bank accounts at Westoba, one general bank account and one lunch program bank account, and Ryan second the motion. No opposition, and motion carried.*** Lisa will email the form to Pam and Ryan in order to sign the form to set up the account. Signing authority to be Pam, Ryan and Lisa.

Question about lunch program school funds to be transferred to account, and Barb confirmed that the money will be transferred. Steve asked about signing of cheques and confirmed that 2 signatures are required. It was noted that Lisa will not be able to sign her own cheques. Question from Michelle – will the playground committee will require their own account? Pam advised that it may be a possibility, and Lisa confirmed that additional accounts can be added. Steve spoke about the friends of education and wondered about money that was put in there – Barb confirmed that money is held in there for the purpose of playground until the group uses it for playground expenditures.

Amendment requested to previous motion in order to add another account for the playground committee. ***The amended motion made by Lisa: Motion to set up three bank accounts at Westoba, one general bank account, one lunch program bank account, and one bank account for the playground committee. The motion was seconded by Marilyn. No opposition, and motion carried.***

## COMMITTEE REPORTS

### Lunch Committee

Lisa advised that there is a hold on hiring. This was decided due to time required to get criminal record checks completed. Lisa advised that she will be checking to see if any current lunch supervisors will be returning. Lisa advised that they could use more back up people for lunch program. Barb added that criminal record and child abuse registry checks need to be done for back up people, and Barb suggested that she can assist with those checks and write volunteer letters for those that are doing backup duties because they are also volunteers in the school and on Parent Council.

Barb advised that there is Lunch committee money is left over for this year due to limited operations cost. Barb suggested that the parent council could move money into the general account for start up costs. Lisa would like wait to move the money over.

### Playground Committee

Steve reported that the 1<sup>st</sup> fundraiser is planed for June 2<sup>nd</sup> and will be a walk-a-thon and pledge forms will be released on June 7, 2021. Barb advised walk-a-thon will proceed pending approval and she will follow up on that tomorrow.

## PRINCIPAL’S REPORT

- See attached

## NEW BUSINESS

### Fundraising

Pam advised that a fundraising plan for 2021-2022 needs to be in place by end of September and provided to Barb. Playground fundraising will be included with that plan.

Pam brought the Simplyk document provided by the Division to attention of the group for discussion, and it was decided not to pursue Simplyk at this time.

Pam made inquires with the group to think about what fundraisers will the committee take on, what the anticipated profits may be, and where the profits will be distributed. Barb would like to consult with staff, compare list to guidelines, and then present a wish list to parent council to decide, and that the focus would be from a whole school perspective. Further discussion to take place at next meeting to finalize list. The following suggestions were made:

- Gift cards with engagement from small local businesses
- Selling school clothing at a profit
- Family fun night
- School BBQ
- New Bothwell cheese and sausage
- Raffle of gift baskets with donations from local businesses
- Sell planters from local landscaper businesses
- Donated gifts at Christmas time to wrap and sell
- Christmas greenery and poinsettias
- Lip sync competition with the teachers
- Spring plant sale
- Chez Angela promotion

Recommendations and considerations were made:

- That it may be safer to focus on not in person events due to Covid, and if it does go into the future plan it should be noted that with a caveat that certain ideas would be Covid and volunteer dependant
- Donations gathered for future use will have to be quarantined, and there will be limited space in the coming year at the school

Inquires:

- Christy will find out the information for the Poinsettias; Pam will get in touch with Bothwell Cheese and also gather information about the gift card fundraiser, and the Brandon Chamber of Commerce to see what they are able to do for the local small business

### Bill 64

Pam provided information regarding Bill 64 The Education Modernization Act, and shared an information package electronically.

## ADJOURNMENT

8:03 pm meeting adjourned.