

Lord Roberts Parent Council Meeting Minutes

November 5, 2019

Facilitator: Tamara Herntier

Notetaker: Kendra Monk

Attendees: Tamara Herntier, Cristin Ronning, Melissa Street, Dana Baxter, Rikke McFeetors, Jason Pope, Amanda Pope, Michelle Street, Carmen Fredborg, Linda Berry, Leslie MacGillivray, Kendra Monk, Sybile Kinley

1. Meeting commences; Greetings/Introductions

Meeting commenced at 6:35 pm

2. Election of Executive

- Chair – 2 were nominated for chair. Tamara Herntier became Chair (congrats!)
- Vice Chair – 2 were nominated for vice chair. Cristin Ronning became Vice Chair (congrats!)
- Treasurer – 2 were nominated. 1 declined nomination, 1 accepted nomination. Carmen Fredborg became Treasurer (congrats!)
- Secretary – 1 was nominated. Kendra Monk became Secretary (congrats!)

3. Brenda Lapointe – General Information re: PAC and Q & A

- Brenda Lapointe, Board & Community Liaison Officer for Winnipeg School Division, arrived at 7:04 pm and we welcomed and thanked her for joining us today!
- Brenda distributed a constitution for members to take home and look over, and can call or email Brenda with questions. Brenda also reviewed this document during the meeting.
- Constitution covers sections on Purpose & Objectives; Membership; Parent Council Executive (positions and duties); Elections; Resignations/Vacancies; Quorum; Meetings (AGM, agenda, motions, etc.); Voting; Code of Conduct; Conflict of Interest; Financial Authority; Lunch Program; Dissolution; and Constitutional Amendments.
- A parent asked Brenda: when calling a special meeting, do we need to send notice to the entire school?
 - Brenda's answer: yes – by putting it on the school website and posting agendas and meeting minutes.
 - meeting minutes.
- Question: can Chairs vote?
 - Brenda's answer: yes, but we encourage the chair to wait to vote until the end, and can be a tie breaker. Chair supposed to reserve the vote to break a tie, not create a tie.
- Question: Currently, all LRPC fundraisers operate in the main account. But is there a total amount we can have in the account?
 - Brenda's answer: what we don't want to see is a huge surplus, other than a small float of approx. \$100-\$200. But if fundraising for a BBQ and collect \$1000, can

go ahead and deposit that into the bank account. By law have to tell parents what we are collecting for, and every cent needs to go to that.

- Question: Can we as a parent council designate percentages within fundraiser to different things?
 - Brenda's answer: we don't need to disclose percentages. Would just say fundraising at annual BBQ for field trips and grade 6 camp, as an example, or, "funding to support 30 kids going to camp." After accumulating these funds, then record keeping is important to show these percentages – for example, collected \$5000, and \$2000 went to field trips, \$3000 to camp, etc.
- Do we need to tell businesses we give donation request letters to (i.e., for annual BBQ, as an example) what the funds are going towards?
 - Brenda's answer: no, not if it is donations from those businesses. This can be shown in meeting minutes, in the treasurer report, on Lord Roberts website, etc., just so long as it's somewhere to show where funds went towards.
- Lunch Program – the board has recently approved having a separate lunch program policy, hopefully will be in place in January 2020. This will help with staff ratios, staff salaries, etc. At some point we will get the policy for review and feedback, and then every school in the division will be expected to be in compliance with that.
- Brenda's note: every time we approve expenditures, it needs to be for educational opportunities.
- Brenda handed out additional documents re: fundraising in schools and student/parent/community involvement.
- Question: the constitution given states that the Secretary position manages the LRPC email. Does this have to be the case? Previously, the Chair has been managing this account.
 - Brenda's answer: no, it does not have to be and continue as being the Chair who manages it, or whomever we decide makes the most sense.
- Question: what should quorum be?
 - Brenda's answer: at least 5

4. Approval of Previous Meeting Minutes

- Sybille motioned to approve. Jason seconded. October minutes were approved.

5. Administration Report

- a. Munch a Lunch has gone really well thus far!
- b. Leslie showed us a new system on the internet called School Interviews for tri-conference booking. Tri-conferences will take place Thursday evening the 21st (evening) and Friday the 22nd (morning). You will get a link – put in your email, name, booking for how many children, input their names. Then you will have an event code to enter. Then it will give options to schedule the child and what teachers you want to see, and then for subsequent children using the same process. Pop-up box will then come up with all available times. If parents don't schedule online, the school will schedule the ones that haven't been taken, after online booking ends. You will get an email response with confirmed times after booking. School admin will invite your feedback on this process!
- c. Have received interest from parents about apparel order. Will do walk-up orders at tri conferences. Bring cash or cheque that evening. Ordered toques for patrols and pride leaders and recess leaders. \$20 each, will be available for order.

- d. Question for administration: is the slide fixed? Answer: no, it is not yet fixed. The wooden board on the structure blocking it was moved, making it appear fixed.
- e. Question for administration: can we get safety vest pinnies for folks on playground supervision? Leslie found some, approx. \$10.50 each, would get our school name on it, etc.
- f. Question for administration: a co-worker of a parent who has nothing to do with the school wants to order for apparel, can they? Answer: yes, but they'd need to come in during the hours of Tri-Conferences (where admin will have a booth selling apparel/taking orders) or have someone else order for them.

6. Lunch Program Report

- a. Jason brought forward that Kim mentioned Lunch Program needing new vests and walkie talkies. Kim emailed Carmen about it – said that lunch program is going smoothly, currently have 3 walkies and 5 staff. Also do not have enough high visibility vests. Tamara motioned for new vests and two walkie talkies. We approved walkie talkies purchase for up to \$100.

7. Treasurer Report

- a. Carmen – gave treasurer report. Current account balance as of November 4, 2019 = \$17,167.08. General PAC Expenses: \$2,765.50. Lunch Program Revenue: \$13,066.00. Lunch Program Expenses: \$4,245.04
- b. We need to have separate accounts for lunch program. This will be separated, and Leslie will go in when available to sign, for signing authority.
- c. Carmen talked to RBC and put in request for pancake breakfast and annual BBQ for volunteers. David who is new contact at the bank, his response came via email – “yes of course we'd love to, let me assemble our amazing team and get back to you!”. Thank you to RBC for volunteers!
- d. Close out old play structure account; approximately \$84. Suggestion to pay for vines in the spring. Cheque will be issued to school for this amount and for this purpose. All in favor, none opposed.
- e. Question from administration: we were given money for the Thrival kits (\$400), but recently announced that they are now free. Would LRPC like the money back, or to roll it into other things? All present were in favor for school to re-allocate funds as needed.

8. Fundraising

- a. Coupon packs – had previously suggested prizes for top 3 sellers. Proposed to give credit towards the book fair. All in favor, none opposed. Amount for top 3 - \$15. All in favor, none opposed. Tamara to make a coupon for this.

9. Reports from other organizations

- a. Sheila Seafoot will run the book fair (yay!), but need for volunteers to help out. Shifts needed:
 - i. November 20th 9:30-11:30am. Jason & Amanda signed up. 1-3:30 afternoon shift: admin staff will ask Lunch Program folks if available. If needed, Jason will help set up in afternoon as well.

- ii. November 21st 9:30-11:30 – admin staff will ask Lunch Program for support.
 - iii. November 21st evening shifts. 3:30-4:30, 4:30-5:30 (Tamara signed up), 5:30-6:30 (Dana & Tamara signed up) 6:30-7:30 (Kendra & Dana signed up).
 - iv. November 25th morning – Becky signed up for clean-up, putting books away.
- b. Jason has volunteered to help out with Lifetouch re-takes. Anyone else who is available to help during the day can.

10. Compliments and concern

- a. Melissa brought snack – was delicious, thank you!
- b. Pot luck for next meeting. Will start at 6:00 pm on December 3rd, or whenever you can make it. Meeting will start at 6:30 pm.

Meeting adjourned at 8:31 pm