

École Dickinsfield School Parent Association

201 – Dickins Drive, Fort McMurray, Alberta T9K 1M9 Phone: 780-791-6990 Fax: 780-743-0401

Meeting Minutes for February 9, 2016

Call to order: A regular meeting of the Dickinsfield School Parent Association was held in Fort McMurray, AB on February 9, 2016. The meeting convened at 9:15 am with President Desirée Dakin presiding and secretary was present.

Executive Members in attendance:

Desirée Dakin (President)	Theresa Rogers (Treasurer)
Cheryl Oram (Secretary)	Deanna Moseng (Casino Chairperson)
April House (Volunteer Coordinator)	

Executive Members absent:

Kristy Sturge (Vice Chair)	Verona Trincabelli (Communications Coordinator)
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General Members in attendance:

Paul Smith (Principal)	Thomas Andrews (Vice Principal)
Sabrina Watson	Shannon Simpkins

Approval of Minutes: Motion was made by Deanna, and seconded to approve the minutes of the January 12, 2016 meeting. **Motion carried.**

Officers' Reports:

Hot Lunch:

- New changes regarding hot/cold food handling as a result of last health inspection; will discuss delivery containers with vendors, attempt to narrow the window for sorting, and look into options for more temperature-efficient classroom bins.
- Received quotes for monogrammed aprons. **Motioned by Deanna, and seconded, to purchase aprons for PAC use in an amount not to exceed \$600. Funds to be provided from general account. Motion carried.**

Volunteer Coordinator:

- Will redistribute apple sign-up, with flexible pick-up and delivery from Sunday – Tuesday.

School Council:

- Expect council to vote in favor of a flat rate busing fee for students; will result in an increase for some students but a decrease for others.

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Old Business:

Family Carnival:

- Brought in approx. \$6000 in ticket and concession sales. In process of tallying total costs.
- Suggestions for improvement include:
 - If paying volunteers an honorarium, outline expectations with direct communication that amount will only be paid upon completion of a full shift.
 - Decrease shift overlap.
 - End at 3:00
 - Decrease/eliminate perishable items offered at concession.
 - Increase tickets for prize levels; offer more unisex prizes. Allow full passport to move up one prize level.
 - Increase throwing distance and decrease prizes for dime toss; eliminate spider web.

New Business:

Calendar:

- Will distribute calendars in September to minimize loss over the summer months.
- Will begin selling advertising space at \$250 for a month and \$500 for the back cover.

Mascot:

- **Motioned by Desirée, and seconded, to purchase a mascot costume and carrying bag in an amount not to exceed \$5300. Funds to be provided from general account. Motion carried.**

Wishlist Items:

- **Via email February 10: Motioned by Desirée, and seconded, to increase the amount for building sets for Diane Rizzuto and Ellen Cameron to \$479.25, due to price increases. Funds to be provided from casino account. Motion carried.**

Action Items:

Action Item	Responsible	Status
Submit work order to replace faucet in school kitchen <i>Update 12/1: Work order created</i>	Admin	Complete
Look into community shredding events	Desirée	
Determine cost of embroidery vs silk-screening for volunteer aprons	Desirée	Complete
Recruit volunteer for year-end report audit	April	

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Date for next meeting: Tuesday, March 8 at 9:15 am

Upcoming meeting dates

- April 12 (Wishlist meeting)
- May 10
- June 7

Adjournment: The meeting was adjourned at 11:30 am.

Signatures Indicating Approval of Minutes

Secretary
Dickinsfield Parent Association

Date of Minutes approval

President
Dickinsfield Parent Association

Distribution:
Executive Members
Attendees