

École Dickinsfield School Parent Association

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

Meeting Minutes for Mar 8, 2016

Call to order: A regular meeting of the Dickinsfield School Parent Association was held in Fort McMurray, AB on March 8, 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)
Kristy Sturge (Vice Chair)	Cheryl Oram (Secretary)
April House (Volunteer Coordinator)	Verona Trincabelli (Communications Coordinator)

Executive Members absent:

Deanna Moseng (Casino Chairperson)

General Members in attendance:

Paul Smith (Principal)	Thomas Andrews (Vice Principal)
Jodine Wells (Vice Principal)	

Approval of Minutes: Motion was made by Desirée, and seconded to approve the minutes of the February 9, 2016 meeting. **Motion carried.**

Officers' Reports:

Treasurer:

- General \$37,470; Casino \$35,311.

Hot Lunch:

- Timberlea Jugo Juice location has closed; mall location has agreed to cover dates for the remainder of the school year.
- Chez Max has approached as a potential vendor offering meals such as macaroni & cheese and shepherd's pie. Will discuss at year-end planning meeting.
- Several hundred dollars in discounts have been credited to volunteers so far.

Volunteer Coordinator:

- Hot Lunch and Apple sign-ups are filling up, but now having difficulty recruiting for book fair. Will discuss role requirements further with Mme. Johanne.

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School Council:

- Theresa will attend the March 14 meeting; Desirée will attend April 11.

Old Business:

Mascot:

- Artwork has been approved and final order submitted; hoping to receive prior to Leadership Day.
- Theresa will determine if casino funds may be used to cover the cost greater than the fundraised amount of \$4000.
- Motioned by Desirée, and seconded, to increase the amount for mascot costume to \$5700 to allow for additional shipping cost. Motion carried.**

New Business:

Staff Appreciation:

- To be held on April 15. Instead of lunch, this year we will provide a continental breakfast/brunch buffet for staff to visit at their leisure.
- Sign-up will be sent school-wide for required items, rather than past method of soliciting items per class.

Basketball:

- Motioned by Desirée, and seconded, to provide awards for Dunkfest participants, in an amount not to exceed \$200. Funds to be provided from casino account. Motion carried.**

Food Handling at School Events:

- The Health inspector agrees to attendees using their own cups and utensils, but we must provide single-use plates.
- Motioned by Desirée, and seconded, to purchase a set of serving spoons for the school kitchen, in an amount not to exceed \$200. Funds to be provided from general account. Motion carried.**

Action Items:

Action Item	Responsible	Status
Look into community shredding events	Desirée	Complete
Recruit volunteer for year-end report audit	April	
Determine if casino funds may be used for mascot purchase	Theresa	
Prepare outdated materials to be shredded by office leaders	PAC	
Measure fridge to determine food storage requirements	Theresa	

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Date for next meeting: Tuesday, April 12 at 9:15 am

Upcoming meeting dates

- May 10
- June 7

Adjournment: The meeting was adjourned at 10:50 am.

Signatures Indicating Approval of Minutes

Secretary
Dickinsfield Parent Association

Date of Minutes approval

President
Dickinsfield Parent Association

Distribution:
Executive Members
Attendees