

# École Dickinsfield School Parent Association

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

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## Meeting Minutes for December 12, 2017

**Call to order:** A regular meeting of the Dickinsfield School Parent Association was held in Fort McMurray, AB on December 12, 2017. The meeting convened at 9:15 am with Vice Chair Janet Snow presiding and secretary was present.

### Executive Members in attendance:

Janet Snow (Vice Chair)	Cheryl Oram (Secretary)
Theresa Rogers (Treasurer)	Jessica Abraham (Volunteer Coordinator)
Kat Fraese (Communications Coordinator)	Kara-Lyn Fediuk (Raffle and Fundraising Coordinator)

### Executive Members absent:

Desirée Dakin (President)	Kerri Torkkeli (Casino Chairperson)
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### General Members in attendance:

Olivia Kenny-Foran	Nicole Knowles
Kim Gartenburg	Vanessa McMahon
Kristy Sturge	Paul Smith (Principal)

### Approval of Minutes:

- **Motioned by Jessica, and seconded, to approved the minutes of the November 14<sup>th</sup> meeting.**  
**Motion carried.**

### Officers' Reports:

#### Fundraising:

- Fall fundraising earnings include:
  - Art cards: \$2800 (Teacher's Fund)
  - Silent Auction \$3900 (Full Bellies, Full Minds)
  - Charity Bazaar \$4010 (Full Bellies, Full Minds)
  - M&M shopping day \$422 (General)
- Paint Nite Fort McMurray will organize 18+ events, 20-40 guests, at earnings of \$15/ticket.
- Kendra's Paint Zone is available as a family option.

#### School Council:

- November meeting included presentations on WITS program, report cards and emergency protocols

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## Old Business:

### Insurance Coverage:

- Deadline to submit receipts is December 22<sup>nd</sup>.

### Library:

- **Motioned by Kristy, and seconded, to issue \$2000 directly to library to use at administration's discretion. Motion carried.**

### Emergency Lunch review (Full Bellies, Full Minds)

- Lunch items are stocked; future purchases will be determined after reviewing feedback on item selection.
- Have received some donations of food items. There is risk for waste when multiple items are stored and unable to be used before the best before dates. Will need to be diligent in reviewing kitchen and infirmary supply to use items efficiently.
- Reviewing alternatives for breakfast implementation - Paul will discuss at December staff meeting. Possibilities include storing items with apples for class pick up, or creating an early-morning leadership role to stock breakfast carts.
- **Target breakfast start date no later than January 23** (two weeks after next meeting)

## New Business:

### Review of Wishlist Timeline:

- Agreed to reduce review of wishlist items from three times to twice yearly in the future. It is hoped that by removing the spring requests, fall and winter reviews will not be limited to a lower dollar amount, resulting in less requests being denied. Special requests will still be considered if deemed appropriate by administration.

### Spring Photos:

- Provide communication to parents on spring photos with regards to 'opting out', along with information on sibling photos. Suggested to send home form with Lifetouch ad for parents to provide names and classes if sibling photos are desired.

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## Action Items:

Action Item	Responsible	Status
Determine if it would be possible for students to 'opt out' of spring photos <i>Update Dec 12: Parents can submit written request to not have their child's photo taken, but any student photographed will automatically receive a spring package.</i>		Complete
Discuss bulk ordering with Superstore <i>Update Nov 17: bulk orders require 2 business days to process. Manager offered \$200 gift card in lieu of school discount, (request on school letterhead required).</i>	Jessica	Complete
Discuss fundraising possibility with Kendra's Paint Zone	Kristy	
Launch breakfast program		
Create and distribute spring photo form		

**Date for next meeting: Tuesday, January 9 at 9:15 am**

**Adjournment:** The meeting was adjourned at 10:35 am.

## Signatures Indicating Approval of Minutes:

\_\_\_\_\_  
Secretary  
Dickinsfield Parent Association

\_\_\_\_\_  
Date of minutes approval

\_\_\_\_\_  
President  
Dickinsfield Parent Association

Distribution:  
Executive Members  
Attendees