

École Dickinsfield School Parent Association

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

Meeting Minutes for September 12, 2017

Call to order: The Annual General meeting of the Dickinsfield School Parent Association was held in Fort McMurray, AB on September 12, 2017. The meeting convened at 9:15 am with President Desirée Dakin presiding and secretary was present.

Executive Members in attendance:

Desirée Dakin (President)	Janet Snow (Vice Chair)
Cheryl Oram (Secretary)	Theresa Rogers (Treasurer)
Kerri Torkkeli (Casino Chairperson)	Jessica Abraham (Volunteer Coordinator)
Kat Fraese (Communications Coordinator)	Kara-Lyn Fediuk (Raffle and Fundraising Coordinator)

Executive Members absent:

General Members in attendance:

Olivia Kenny-Foran	Melissa Manolescu
Nicole Knowles	Jasmin Akhter
Kim Gartenburg	Sarah Doyle
Brittany Fuhr	Pam Borges
Violeta Jonlija	Erin Heyduk
Paul Smith (Principal)	Erin Keca (Vice Prinicipal)

Election of Executive:

- **President:** Desirée Dakin was nominated by Janet and ran unopposed. Nomination was seconded. **Motion carried.**
- **Vice Chair:** Janet Snow was nominated by Desirée and ran unopposed. Nomination was seconded. **Motion carried.**
- **Treasurer:** Theresa Rogers was nominated by Desirée and ran unopposed. Nomination was seconded. **Motion carried.**
- **Secretary:** Cheryl Oram was nominated by Desirée and ran unopposed. Nomination was seconded. **Motion carried.**
- **Volunteer Coordinator:** Jessica Abraham was nominated by Cheryl and ran unopposed. Nomination was seconded. **Motion carried.**

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- **Casino Chairperson:** Kerri Torkkeli was nominated by Desirée and ran unopposed. Nomination was seconded. **Motion carried.**
- **Raffle and Fundraising Chairperson:** Kara-Lyn Fediuk was nominated by Cheryl and ran unopposed. Nomination was seconded. **Motion carried.**
- **Communications Coordinator:** Kat Fraese was nominated by Cheryl and ran unopposed. Nomination was seconded. **Motion carried.**
- **Hot Lunch Coordinator:** Desirée Dakin was nominated by Cheryl and ran unopposed. Nomination was seconded. **Motion carried.**
- **Hot Lunch Co-Coordinator:** Kat Fraese will assist with the role of Hot Lunch Coordinator.

Approval of Minutes:

- **Motioned by Desirée and seconded, to approved the minutes of the May 30 minutes. Motion carried.**

Approval of Budget:

- 'Leader in Me' to be moved back under Casino account. **Motion was made by Desirée, and seconded to approve the proposed budget for the 2017/18 school year. Motion carried.**

Officers' reports:

Treasurer:

- Current balances: General: \$28,600 Casino: \$43,970
- Sarah Doyle will complete the second half of the 2015/16 audit. 2016/17 report is near completion and will require 2 volunteers to audit.

Casino:

- Next casino dates will be October of 2018, with funds deposited February of 2019.

Hot Lunch:

- Hot Lunch planning meeting scheduled for September 19 at 9:15 am.

Fundraising:

- Art Cards by Kids templates have been distributed to staff and expect to ship by September 26 to qualify for 'early bird' discount.
- Couch Auction: Christmas concert auction proceeds will be donated to McMan Youth Family and Community Services to offset loss of charity bazaar funds.
 - Auction winners will receive 1 of 3 couches, plus one reserved parking space.

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- Volunteer ballots will be printed to draw for the fourth couch. Eligible volunteers will receive a ballot only when volunteering for PAC/School council activities.
- Picture Day will be September 26, retakes November 15.

School Council:

- New meeting format will include a presentation prior to meeting discussion. September 20th meeting will highlight extracurricular activities available within the school. Hot Lunch will present information and nutritional guidelines for the October meeting. All meetings will be held the 3rd Wednesday each month at 6:30 pm.

New business:

BBQ:

- After last year's surplus, will reduce amount purchased to 500 beef burgers, plus 50 veggie and 20 GF burgers.

Purchase requests:

- **Motioned by Cheryl, and seconded, to purchase 'Kid Alert' crosswalk signage, in an amount not to exceed \$250. Funds to be withdrawn from Casino account. Motion carried.**
- **Motioned by Desirée, and seconded, to purchase a sandwich board for School Council, in an amount not to exceed \$85. Funds to be withdrawn from Casino account. Motion carried.**

Action Items:

Action Item	Responsible	Status
Determine feasibility and pricing of water bottle station	Admin	Ongoing
Determine kit pricing and compatibility of OSMO with curriculum	Admin	Ongoing
Determine if it would be possible for students to 'opt out' of spring photos		
Determine if Boston Pizza will be continuing fundraiser	Desirée	

Date for next meeting: Tuesday, October 10 at 9:15 am (Wishlist meeting)

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

Signatures Indicating Approval of Minutes:

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Secretary
Dickinsfield Parent Association

Date of minutes approval

President
Dickinsfield Parent Association

Distribution:
Executive Members
Attendees