

École Dickinsfield School Parent Association

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

Draft Minutes:

I declare that the minutes contained here is, in my opinion, a true reflection of the meeting. If you note any discrepancies, errors, or omissions, please bring them to my attention prior to or at the next meeting stated below.

Meeting Minutes for September 9, 2014

Call to order: A regular meeting of the Dickinsfield School Parent Association was held in Fort McMurray, AB on September 9, 2014. The meeting convened at 9:15 am with President Desirée Dakin presiding and secretary was present.

Executive Members in attendance:

Desirée Dakin (President)

Kristy Sturge (Vice Chair)

Cheryl Oram (Secretary)

Theresa Rogers (Treasurer)

Tara Atkins (Volunteer Coordinator)

Executive Members absent:

Pam Burns (Casino Chairperson)

General Members in attendance:

Janey Scott

Jessica Abraham

Shawnisy Hiscock

Amanda Donald

April House

Paul Smith (Principal)

Jodine Wells (Vice Prinicipal)

Thomas Andrews (Vice Principal)

Election of Executive:

- **President:** Desirée Dakin was nominated by Kristy and ran unopposed. Nomination was seconded. **Motion carried.**
- **Vice Chair:** Kristy Sturge was nominated by Theresa and ran unopposed. Nomination was seconded. **Motion carried.**

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- **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:** Tara Atkins was nominated by Theresa and ran unopposed. Nomination was seconded. **Motion carried.**
- **Casino Chairperson:** Pam Burns was nominated by Desirée and ran unopposed. Nomination was seconded. **Motion carried.**
- **Raffle and Fundraising Chairperson:** Position not filled.
- **Communications Coordinator:** Position not filled.
- **Hot Lunch Coordinator:** Desirée Dakin was nominated by Kristy and ran unopposed. Nomination was seconded. **Motion carried.**
- **Hot Lunch Co-Coordinator:** Amanda Donald will share the role of Hot Lunch Coordinator with Desirée.

Approval of Budget:

- The budget was amended to include the following changes:
 - Bank fees increased to \$150 from \$100
 - \$1000 budgeted to general account to allow for PAC administration costs
- Motion was made by Kristy, and seconded to approve the proposed budget with the above changes. **Motion carried.**

Officers' reports:

Treasurer:

- Year-end August 31; financial report completed. Kristy and Cheryl to audit report.
- Total income for 2013/2104 school year was \$130,044.18; included \$61,500 from hot lunch sales and \$59,350 in casino funds. Total disbursements were \$110,499.
- Current account balances: \$51,000 Casino; \$31,000 general.

Hot Lunch:

- Website opens to receive orders September 15.

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- Menu/restaurant changes this year to reflect updated nutrition guidelines.
- Remind grocery-shopping volunteers to ask grocery stores for discount; most will offer 10% off for schools.

Fundraising:

- Megan Paquette has been in contact with Meadowcreek farms; will discuss with her and determine if we proceed with this fundraiser.

New business:

Welcome BBQ:

- Sign-up genius updated and distributed by Kristy. Cooking will need to start at 4:00; clean-up should begin no earlier than 7:45.
- Cheryl will order and pick up food
- Trade-show style set up will include PAC booths (PAC, Hot Lunch, Magic Show), School council, Waste-free, Leader in Me, APPLE, and Edge. Will discuss at Friday staff meeting for teachers to include booths for school clubs/teams.

Magic Show:

- Magic show subcommittee meeting will be held Monday September 15 at 9:15 am.

Charity Bazaar

- Subcommittee will include Shawnisy, April, Theresa, and Janey. Tabled to November meeting providing there is a suitable location.
- Kristy will lead the Teacher's Appreciation Luncheon.

Class reps

- Will discuss recruiting of class reps at staff meeting.
- Class rep info sessions to be held Wednesday, September 24 at 7:00 pm, and Thursday, September 25 at 9:15 am.

Upcoming meeting dates:

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- Thursday, October 2 at 9:15 am. (Wishlist meeting)
- Tuesday, November 4 at 7:00 pm
- Tuesday, December 2 at 9:15 am
- Tuesday, January 13 at 9:15 am (Wishlist meeting)

Action Items:

Action Item	Responsible	Status
Post for vacant positions in school newsletter, Facebook	Cheryl, Jessica	
Send hot lunch reminder with link on school app / Facebook page	Jodine, Jessica	
Follow-up with Megan Paquette re: Meadowcreek Farms fundraiser		
Determine if there is suitable location to hold Charity Bazaar		
Create attachment page for registration form to allow contact information released to PAC by December		

Date for next meeting: Thursday, October 2 at 9:15 am

Adjournment: The meeting was adjourned at 12:00 pm.

Signatures Indicating Approval of Minutes

Secretary
Dickinsfield Parent Association

Date of minutes approval

President
Dickinsfield Parent Association

Distribution:

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Executive Members

Attendees