

SC Executive Members Present:

- Rebecca Parzen, Chair
- Ainslee Campbell, Vice Chair
- Tova Schaefer, Volunteer Coordinator
- Elaine Greene, Treasurer
- Willow Carriere, Secretary

School Administration Members Present:

- Jody Moore, Principal
- Richard Dupre, Asst Principal

Also, In Attendance:

Absent:

AGENDA ITEMS:

- **Call to Order & Welcome** - Rebecca Parzen > Called the meeting to order at 7:47PM
- **Approval of Agenda** – Rebecca Parzen > Approved by unanimous consent
- **Approval of Minutes** – Rebecca Parzen > Approved by unanimous consent
 - a. Chair’s Report – Rebecca Parzen
 - i. Insurance
 - 1. Friends received this year’s application for insurance from Marsh. Elaine completed the application and sent it in.
 - ii. Financial Reporting
 - 1. Province - Elaine completed the annual report.
 - 2. AGLC - no outstanding reports due
 - a. Ainslie updating contact list
 - iii. Motion for a ‘welcome back’ initiative
 - 1. In May 2024, Friends moved to contribute \$1,000 towards a back-to-school event for the school community. With the change in administration, no such event took place. If everyone agrees, Friends will retain this \$1,000 and other school engagement events may be considered in the future.
 - a. Funds were not spent this fall for a school welcome back event
 - b. Consider hosting a welcome back with a coffee truck for next fall
 - c. Consideration for a family/school dance for use of these funds
 - iv. Fun Lunch
 - 1. Kim Snow will be taking on this initiative again this year. She has already been in touch with school administration.
 - 2. Dates are set and will be shared with families
 - v. Fundraising Plan for 2024-2025
 - 1. Last year, Friends held or benefited the following fundraisers:

- a. Two Pharmacy
 - b. TeamFund - Fill Your Freezer > discussed potential to move to fall
 - c. Walk a Thon
 - d. Fun Lunch (ongoing)
 - e. School Apparel Store (throughout the year)
2. Discussion needs to be conducted on if we hold the same fundraisers or try something new. Last year, new ideas proposed were:
- a. Gift cards (Elaine to look further into this fundraiser before the October meeting)
 - b. Account at bottle depot (these ideas were decided against because the school already has several accounts that need to be updated/consolidated)
 - c. What are we funding for specifically?
 - i. Evergreening technology, including a new Chrome cart
 - ii. Develop a plan by October meeting to review needs
- vi. Funding Requests
1. There is much room for improvement in how Friends receives requests from teachers/staff for funding. A subcommittee could be formed to review forms/procedures and propose a system before the October meeting.
- a. Use the admin team as the main point person for any funds allocated through Friends of Banded Peak:
 - i. Step 1: Complete funding request form
 - ii. Step 2: Review and approval or further questions
 - iii. Step 3: Request funding from admin team to make purchase
 - iv. Step 4: Receipts are submitted to admin
 - v. Step 5: Admin team to notify FOBPS of purchase made and provide receipts
 - vi. Step 6: Funds are reimbursed to the school by cheque from FOBPS
- vii. Providing reimbursement to the school for allocated funds
1. Friends continues to face challenges in receiving receipts, invoices, or the exact amount of money spent for items purchased for the school via funding requests. The board needs to decide how to purchase items ourselves or ensure invoices are received from the school prior to sending reimbursement.
2. To discuss further in the Treasurer's Report.

- **Treasurer’s Report – Elaine Greene**

- a. **Grade group allocation:**

	Kindergarten	Grade 1/2	Grade 3/4	Grade 5/6	Grade 7/8
\$	1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -
\$	1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00

Fiscal Year: June 2024-May 2025						
Month	Search Parameter	Date	Cheque Number	Financial Detail	Cost/Expense	Running Total
		6/1/2024		Opening balance	\$ 57,166.18	\$ 57,166.18
		6/03/24		Walk-a-thon Square Deposit	\$ 604.17	\$ 57,770.35
	6	06/03/24		Etransfer from Colleed Seto to complete 8th Grade Busing Paym	\$ 206.00	\$ 57,976.35
		6/03/24		Walk-a-thon Square Deposit	\$ 687.61	\$ 58,663.96
	6	06/03/24		Walk-a-thon Square Deposit	\$ 1,066.53	\$ 59,730.49
		6/04/24		Walk-a-thon Square Deposit	\$ 1,993.30	\$ 61,723.79
	6	06/04/24	14	Cheque - Grade 8 Busing	-\$ 336.00	\$ 61,387.79
		6/05/24		Walk-a-thon Square Deposit	\$ 3,685.72	\$ 65,073.51
	6	06/06/24		Healthy Hunger	\$ 248.90	\$ 65,322.41
		6/06/24		Walk-a-thon Square Deposit	\$ 6,377.83	\$ 71,700.24
	6	06/07/24		Walk-a-thon Square Deposit	\$ 652.11	\$ 72,352.35
		6/12/24		Cash Deposit (walk-a-thon and FOBPS Cash)	\$ 1,114.60	\$ 73,466.95
	6	06/10/24		Walk-a-thon Square Deposit	\$ 91.34	\$ 73,558.29
		6/12/24	17	Parzen Reimbursement -walk-a-thon gift cards	-\$ 275.00	\$ 73,283.29
	12					\$ 73,283.29
		6/17/24		Etransfer from Colleen Seto to complete 8th Grade Payment	\$ 1,100.00	\$ 74,383.29
	6	06/17/24	20	Willow Reimbursement -walk-a-thon food	-\$ 46.85	\$ 74,336.44
		6/17/24	19	Tova Reimbursement -walk-a-thon food	-\$ 42.00	\$ 74,294.44
	6	06/24/24	18	Administration gifts	-\$ 250.00	\$ 74,044.44
		6/26/24	21	Payment to School Council to complete money transfer for 8 th g	-\$ 1,100.00	\$ 72,944.44
	6	06/26/24	22	Payment to school council for 2024-2025 grade group allocation:	-\$ 13,500.00	\$ 59,444.44
		6/30/24		Interest Payment	\$ 2.42	\$ 59,446.86
	6	06/30/24		Bank fee	-\$ 1.20	\$ 59,445.66
		7/31/24		Interest Payment	\$ 2.10	\$ 59,447.76
	8	08/13/24		Deposit by Willow for shirt sales	\$ 205.00	\$ 59,652.76
		08/31/24		Interest Payment	\$ 2.11	\$ 59,654.87

- After \$10, 246.29 cheque to school council for the 2023-2024 school year there will be \$49,408.58 in the ATB Community Spirit account.
- There is \$2.57 in the Casino Community Spirit account.
- Income for the fiscal YTD has been \$ 18,075.74. Walk-a-thon total income was \$19,435.04 split over both financial years.

Income to Date												
Search Parameter	Category	Bank Interest	Healthy Hunger	Clothing Sales	Walk-a-thon 2023-24	Walk-a-thon 2024-25	Fundraiser #1	Fundraiser #2	Grade 8 Grad Pass Through	9	10	Total Income
	February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	June	\$ 2.42	\$ 248.90	\$ -	\$ 16,179.21	\$ -	\$ -	\$ -	\$ 1,436.00	\$ -	\$ -	\$ 17,866.53
	July	\$ 2.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.10
	August	\$ 2.11	\$ -	\$ 205.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 207.11
	September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fiscal Year Income	\$ 6.63	\$ 248.90	\$ 205.00	\$ 16,179.21	\$ -	\$ -	\$ -	\$ 1,436.00	\$ -	\$ -	\$ 18,075.74
	Accounting Check (should be \$0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Walk-a-thon Income (both fi)
\$ 19,435.04

- Expenditures for the fiscal YTD have been 15, 551.05 this includes Grade group discretionary funding for the 2024-2025 school year. This does not include the \$ 10,246.29 to be paid to the school council for the 2023-2024 school year.

Expenditures to Date															
Search Parameter	Category	Bank Fees	Insurance	Staff Appreciation	Kindergarten	Grade 1/2	Grade 3/4	Grade 5/6	Grade 7/8	School Council Meeting	Walk-a-thon 2023-24	Walk-a-thon 2024-25	Grade 8 Grad Pass Through	Fundraiser #2	Administrat on Gift
	Allocation	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
	February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	June	\$ 1.20	\$ -	\$ -	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 363.85	\$ -	\$ 1,436.00	\$ -	\$ 250.00
	July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fiscal Year Spending	\$ 1.20	\$ -	\$ -	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 363.85	\$ -	\$ 1,436.00	\$ -	\$ 250.00
	Remaining Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Accounting Check (should be \$0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- School Clothing Sales – Willow Carriere**
 - Launch store date:
 - Link: <https://unionmadeapparel.com/en-ca/collections/banded-peak-school>
- Teacher Appreciation – Willow Carriere/Tova Schaefer**
 - October 11 or > PL Day
- School Community Input – Floor**
- New or Other Business – Floor**
- Motion to Adjourn – Rebecca Parzen adjourned meeting at 8:33PM.**

Next Meeting: October 16 @ 6:30PM