



# FRIENDS OF BANDED PEAK MEETING MINUTES

DATE: NOVEMBER 20, 2024

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## 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

## School Trustee

- Judi Hunter

## Also, In Attendance:

**Absent:** Richard Dupre, Asst Principal

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## AGENDA ITEMS:

- **Call to Order & Welcome** - Rebecca Parzen > Called the meeting to order at 7:19PM
- **Approval of Agenda** – Rebecca Parzen > Approved by unanimous consent
- **Approval of Minutes** – Rebecca Parzen > Approved by unanimous consent
- **School Clothing Sales** – Willow Carriere
  - a. Store open until December 1<sup>st</sup> with ETA of December 18-20
  - b. Added pink shirt for February 26<sup>th</sup>
  - c. <https://unionmadeapparel.com/en-ca/collections/banded-peak-school?page=1>
  - d. Share information on Facebook, in Gazette (blurb on the email) stand-alone email and in agendas
- **Teacher Appreciation** – Willow Carriere/Tova Schaefer
  - a. Total spent on fall initiative: \$741.03
  - b. Spring dates & theme
  - c. May 5-9 (Teacher appreciation week)
  - d. May 16 (PL Day)
- **Chair's Report** – Rebecca Parzen
  - a. **Fun Lunch**
    - i. Edo - November 29
    - ii. Panago - December 13 (ordering closes December 8)
  - b. **Fundraising Plan for 2024-2025**
    - i. Fundscrip - November 2024 (Elaine to update)
      1. Total cards purchased = \$12,815.00
      2. Total profit to FOBPS = \$ 548.94
      3. 29 Families/grandparents/staff took part.
      4. Feedback that I heard a number of times was that people had already bought gift cards from fundraisers. If FOBPS was to do this fundraiser again I would

suggest having it started before A peek at the Peak. Maybe we could have some leadership students run a booth at The peek at the Peak. They could explain the commissions to parents as well. I would also like to investigate the possibility of excluding some companies. Places like Amazon that only give 0.5% give families the false belief that they are helping 😞. We would need to ensure that the entire form was sent out next year! Mistakes happen and that is okay but it definitely had an impact on the purchases based on conversations and the forms that came back in.

5. I had one parent concerned her payment went through twice. We only received one email and one deposit was made. She was going to dispute it with her bank. I offered full transparency and let her know we would provide anything needed from her bank to show that we did not receive or take her transfer twice.
- ii. TeamFund - Fill Your Freezer - tentative March (it would be advisable to book a weekend as soon as possible). Tova and Rebecca to connect on details.
- iii. Walk a Thon
- iv. Fun Lunch (ongoing)
- v. School Apparel Store (throughout the year)

#### c. Funding Requests

- i. In anticipation of the school requesting funds to purchase technology, I have begun an application for a grant through the Province of Alberta called the CIP Project Based Grant: [CIP Project-Based grant | Alberta.ca](#)
  1. Grant deadline: January 15, 2025
  2. Award notice: July 2025
  3. Maximum amount \$75,000 (with a matching funds requirement)
  4. I have asked Elaine, Jody, and Richard to assist with various parts of the application.
  5. Jody is suggesting a \$25,000 need from the grant as matching funds.
  6. Funds have to be spent in 18 months.
  7. We need to consider how much we can match out of FOBPS.
  8. Goal is to have the application completed before Christmas.
- ii. **8th Grade Graduation** - \$500 contribution towards grad from School Council. To be used towards food, incidentals and event costs. If the families want to contribute a legacy gift than the grad committee/families have to fundraise for this.

#### • Treasurer's Report – Elaine Greene

- a. FOBPS Treasurer report – Nov 20, 2024
- b. The total in the ATB Community spirit account is \$49,118.42 and the ATB Casino account remains at \$2.57.
- c. Expenditures last month were babysitting, final amounts from staff appreciation and Fundscrip gift cards. Income the last month was from clothing sales, Healthy hunger, a \$50 donation and the Fundscrip cards.
- d. Insurance

- e. I received a bill for the insurance. I emailed back and asked why the D&O portion of the insurance had gone up by \$725.60. They claimed that it was an error and brought the bill down from a total of \$1811.60 to \$1203.00. I also clarified that we do not need extra insurance for Walkathon as long as it is under 500 people.
- f. **Motion:** Elaine Greene motions to pay the \$1203.00 invoice for 2024-2025 insurance for Friends of Banded Peak Society to Marsh. Tova Schaefer seconds motion. Motion passed by unanimous consent. Elaine will pay it by bank wire because of the Canada Post strike.

Current Balances					
Account	Current Value	Allocated Funds	Spent YTD	Remaining Allocation	Value - Allocated Funds
ATB Community Spirit	\$ 49,115.85				
ATB Casino	\$ 2.57				
Cash	\$ -		\$ 39,413.37	\$ -	\$ 49,118.42

- **School Community Input** – Floor
- **New or Other Business** – Floor
  - a. Previous minutes of School Council/FOBPS are at the school and need to be sorted/organized. Elaine to sort through old records and keep 7 years of previous minutes. Determine what needs to be kept and where and advise council.
- **Motion to Adjourn** – Rebecca Parzen adjourned meeting at 7:59PM.

**Next Meeting:**

- January 15, 2025 @ 6:30PM