



**MINUTES**  
**Woodbridge Farms Parent Association**  
**September 25, 2019**  
**7:30-8:30pm**  
**Woodbridge Farms Elementary School Library**

President           Tara Lamabe  
Vice President   Ashlee Salmons  
Treasurer         Julie Ballhorn  
Secretary         vacant (Lori Lehman)

<b>Agenda Item</b>	<b>Notes</b>	<b>Actions</b>
<b>1.0 Welcome &amp; Introductions</b>	Called to order @ 7:42, Ashlee S introduced as new VP	
<b>2.0 Old business and approval of last meeting's minutes (Jan 2019)</b>	- Outstanding Actions: Tara L reviewed PA bylaws to ensure we are aware and following them	
<b>3.0 Approval of Agenda</b>	Tara L added Voting on funding the snack for Terry Fox run. Motion to approve the agenda, with addition, made by Khristi E, seconded by Alexia F, all in favour, APPROVED	APPROVED with addition

<p><b>4.0 Treasurer Report</b></p>	<p>Final Budget from 2018/2019 presented by Julie B, motion to approve by Jessica C, seconded by Khristi E, all in favour, APPROVED Final Budget and Bank Balances reviewed by Julie B</p> <p>Suggestion made to add a discretionary spending fund for the executive for requests that arise between meetings, Kellie B motioned to create a \$500 discretionary spending fund available to executive, seconded by Alison A, all in favour APPROVED</p>	<p>2018/2019 Budget APPROVED</p> <p>ACTION: add funding the Terry Fox snack to list of recurring expenses to reviewed in SEPT 2020</p> <p>APPROVED: \$500 discretionary fund available to executive for requests they are unable to vote on before the next meeting</p>
<p><b>5.0 Fundraisers</b></p>	<p>5.1 Hot Lunch - coming out this week, will include Cobs, Jugo Juice, Wok Box, Popeye's, Taco Time and TBA for the last 3 months Always the third Friday of the month, volunteers always needs, meet in OSC room at 11:45</p> <p>5.2 Halloween Dance - October 25, DJ confirming with Tara L this week, will need volunteers for set up, concession, clean up</p> <p>5.3 Stawnichy's - Alison A discussed sending out order forms to be returned by Nov 5 and order pick up Nov 26 or Dec 3, perhaps coordinating with Poinsettias again if we do that fundraiser, volunteers will be needed</p> <p>5.4 Box of Cards - concerns about having left over birthday cards from last years box, Tara L would order the All Occasion box to avoid overlap, each student get a box sent home with them</p>	<p>ACTION: Tara L to send out volunteer requests for Halloween Dance</p>

	<p>Julie Ballhorn inquired about the Loveable Labels ongoing fundraiser, Alison A reported that they automatically send a cheque to the school once the minimum amount required to trigger a cheque is reached, unsure what that threshold is</p> <p>Tara L shared that there is an ongoing SPUD fundraiser for and COBS on Wye road. Kellie B suggested PA add these businesses to the newsletter to promote these businesses</p>	<p>ACTION: PA to have SPUD, Loveable Labels and Cobs on Wye advertised in the school newsletter</p>
<b>6.0 Funding Requests</b>	<p>Terry Fox run snack, Rice Crispies, \$67.13, already purchases, Motion made by Jessica C to ratify executive decision to provide this snack, seconded by Mel F, all in favour, APPROVED</p>	<p>APPROVED purchase of Rice Crispies snack for Terry Fox run</p>
<b>7.0 New Business</b>	<p>7.1. Secretary position description was read, Nicole B nominated Jessica C as Secretary, seconded by Leah G, Jessica C accepted nomination, Jessica Cook elected as Secretary for 2019/2020 Parent Association by acclamation</p> <p>7.2 Teacher Appreciation, pastries and coffee will be provided for teachers at the October staff meeting, another pot-luck style Teachers Appreciation by PA will occur in May</p> <p>7.3 Julie B brought up the schools concern with handling the resource fee provided by the PA to teachers, requested that it be handled by the PA rather than through WBF bank account</p> <p>It was decided to have teachers complete an expense report and keep a running total until they are ready to submit their form for reimbursement by May 31. This will minimize the number of cheques required by the PA and will limit costs to PA.</p>	<p>Jessica Cook became Secretary for Parent Association</p>
<b>8.0 Announcements</b>	<p>Spellathon planned for the Spring as other schools have had huge success with this as a fundraiser</p>	
<b>9.0 Adjournment</b>	<p>meeting was adjourned at 8:27</p>	
	<p>Date:TBA Time: 7:30pm Location: Woodbridge Farms School Library – childcare available</p>	

**September 25, 2019**  
**Woodbridge Farms School Council**