



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)

Agenda Item	Notes	Actions
1.0 Welcome & Introductions	Called to order @ 7:42, Ashlee S introduced as new VP	
2.0 Old business and approval of last meeting's minutes (Jan 2019)	- Outstanding Actions: Tara L reviewed PA bylaws to ensure we are aware and following them	
3.0 Approval of Agenda	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>4.0 Treasurer Report</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</p> <p>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>5.0 Fundraisers</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>
6.0 Funding Requests	<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>
7.0 New Business	<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>
8.0 Announcements	<p>Spellathon planned for the Spring as other schools have had huge success with this as a fundraiser</p>	
9.0 Adjournment	<p>meeting was adjourned at 8:27</p>	
	<p>Date: TBA</p> <p>Time: 7:30pm</p> <p>Location: Woodbridge Farms School Library – childcare available</p>	



MINUTES
Woodbridge Farms Parent Association
22 October, 2019
7:30-8:30pm
Woodbridge Farms Elementary School Library

President Tara Lamabe
Vice President Ashlee Salmons
Treasurer Julie Ballhorn
Secretary Jessica Cook

Agenda Item	Notes	Actions
1.0 Welcome	Called to order @ 7:30	
2.0 Old business and approval of last meeting's minutes (SEP 2019)	- Minutes reviewed and motion to approve by NB second LG all approved - AGM minutes reviewed and motion to approve AS second JB all approved	ACTION: SEP PA minutes approved ACTION: AGM 2018/2019 minutes approved Tara to follow up with Andy regarding LovabaleLabels,

		Cobbs on Wye, SPUD to newsletter
3.0 Approval of Agenda	- motion to approve by LG and NB	
4.0 Treasurer Report	excel spreadsheet to be attached	
5.0 Fundraiser Update	<p>5.1 Hot Lunch largest number of orders evero if volunteer turn out continues, possible two runs a month for second term Potentially a buy in snack program</p> <p>5.2 Stawnichy's has been rolled out, some orders in, orders due by November 4 and orders picked up on December 2</p> <p>5.3 Halloween Dance - have lots of volunteers already which is great. DJ fees have increased by about \$110. Concession will be everything for \$1. Nixing chocolate bars and trying out candy bags. Admission remains the same as previous years.</p> <p>5.4 Poinsettias havent started yet. Pick up will be December 2. Can also run a gift card fundraiser \$25, \$50, \$100 concurrent with pointsettias. If we get 20% back.</p> <p>5.5 WeeWonderland booked for the Gym December 16 -20</p> <p>5.6 Potentially having a raffle or 50/50 at the christmas concert in december with proceeds going to books, field trip bussing, etc. To be further discussed at next meeting.</p> <p>5.7 community grant to apply for to help apply for the wilderness field trip. must be the parent association that applies for it and can be applied twice a year.</p> <p>5.8 boxes of apples as a fundraiser. 15lbs boxes and kids can earn \$8-\$10 per box. potentially for next fall.</p>	

6.0 Funding Requests	Cookies and icing, hot chocolate. motion to fund up to \$300 by LL second by NB all in favour none opposed teachers have submitted funding requests out of 17	APPROVED will fund cookies and hot chocolate for the grinch.
7.0 New Business	7.1 Meeting Dates for 2019-2020	
8.0 Announcements	Date of Next Meeting November 20, 2019 Date: , 2019 Time: 7:30pm Location: Woodbridge Farms School Library – childcare available	
9.0 Adjournment	Meeting was adjourned at 7:57pm.	

<u>Woodbridge Farms Parent Association</u>				
Income Statement				
September 1, 2018 to August 31, 2019				
<i>Net Assets - Beginning</i>				<i>\$59,141.09</i>
Income/Fundraisers	Income	Expenses	Profit	
Big Box of Cards	\$ 14,760.65	\$ 10,109.48	\$ 4,651.17	
Cobs	-	-	-	
Flower Basket Fundraiser	4,485.00	2,862.30	1,622.70	
Dances (Halloween/Spring)	2,278.45	2,196.96	81.49	
Edmonton Oil Kings	164.00	-	164.00	
Hot Lunch Program	9,908.00	9,476.25	431.75	
Loveable Labels	-	-	-	
Poinsettia Fundraiser	1,071.00	978.60	92.40	
Sausage Fundraiser	8,269.00	5,976.84	2,292.16	
SPUD Fundraiser	114.90	-	114.90	
Wee Wonderland 2018	5,992.45	1,286.77	4,705.68	
Wee Wonderland 2019	-	3,983.41	- 3,983.41	
GIC Interest	503.97	-	503.97	
Total Profit	\$ 47,547.42	\$ 36,870.61	\$ 10,676.81	
Expenses				
Operating Insurance		\$ 464.13		
Bank Fees/Service Charges		\$ 183.67		
Operating Supplies		91.49		
BBQ Rental		316.52		
Teachers Appreciation		513.72		
Student Resouce Fee		3,380.00		

Retirement & Farewell Gifts		302.83		
Sports Day		882.00		
Grade 6 Celebration		435.27		
National Indigineous Day		138.00		
Childcare for Meetings		50.00		
Teacher's Wish List: Books		20,000.00		
Rocks and Rings		504.00		
Stollery Donation		500.00		
Terry Fox Run Snack		80.43		
Polar Express Day		219.33		
Young Author's Conference		300.00		
Total Expenses		\$ 28,361.39		
Total Profit/Loss			\$ 28,361.39	
<i>Net Assets - Ending</i>			(17,684.58)	(17,684.58)
				\$41,456.51



MINUTES
Woodbridge Farms Parent Association
November 20, 2019
7:30-8:30pm
Woodbridge Farms Elementary School Library

President Tara Lamabe
Vice President Ashlee Salmons
Treasurer Julie Ballhorn
Secretary Jessica Cook

Agenda Item	Notes	Actions
1.0 Welcome	Called to order @ 7:30	
2.0 Old business and approval of last meeting's minutes (October, 2019)	- motion to approve the minutes NB second AS	approved
3.0 Approval of Agenda	-motion to approve agenda TB second NB	approved
4.0 Fundraiser Update	Movie Night in the spring fundraiser suggestion with popcorn bbq no dance in the spring	

	<p>Wee Wonderland: suggesting set up on monday. we can get through all the classrooms in 2 days and it cuts out needing to come in on sunday allowing it to run Tuesday-Wednesday. Document to go home with families is ready to go December 2 back December 11. Trying to cut out the \$3 table if possible. Sending out a new survey. Looking into asking places for donations of items to add to our stock. wrapping paper and gift tag donations.</p> <p>Christmas Raffle: Just need an AGLC license. We need a letter of support from office staff. Would replace the basket. Advertising done beforehand. motion to approve the christmas 50/50 on december 12, 2019 JP second NB APPROVED information sent out soon. Volunteers for the christmas concert to do tear down and return to Wes Hosford. Volunteer form to be sent out soon.</p>	
<p>5.0 Treasurer Update</p>	<p>balance was \$25, 470.59 great success on the sausage fundraiser. up \$1200 profit from last year. dance broke even with about \$30 profit complete budget update for next meeting</p>	
<p>6.0 New Business</p>	<p>Azure drumming \$1200 they come for one day and do one grade at a time and every student gets a drum for a 45 minute session. fits in with music program. possibly drumming with excersise balls which is more expensive. inline, symphony (consider sending one grade per year, ie grade 4s), and rocks and rings rotation. needing to decide what type of rotation for school enhancement funding.</p>	
<p>7.0 Announcements</p>		

8.0 Date of Next Meeting	Date: January 22, 2020 Time: 7:30pm Location: Woodbridge Farms School Library – childcare available	
9.0 Adjournment	Meeting was adjourned at 8:30 pm	



MINUTES
Woodbridge Farms Parent Association
January 22, 2020
7:30-8:30pm
Woodbridge Farms Elementary School Library

President Tara Lamabe
Vice President Ashlee Salmons
Treasurer Julie Ballhorn
Secretary Jessica Cook

Agenda Item	Notes	Actions
1.0 Welcome	Called to order @ 7:30	
2.0 Old business and approval of last meeting's minutes (November, 2019)	- motion to approve november meeting minutes NB second by AM all approved non opposed	
3.0 Approval of Agenda	-motion to approve agenda AA second by LL	

<p>4.0 Fundraiser Update</p>	<p>Big Box of Cards - all occasions box on this run of fundraising. \$33 for the box - we make \$11 a box. last year we made 4651.17. Running the fundraiser before spring break.</p> <p>Spring flowers through evergreen green houses. have dropped their prices again. we make 10 on their hanging baskets. patio planters 15. strawberries 1. herbs we make 6. would likely run in april with pick up mothers day weekend.</p> <p>will book both fundraisers.</p> <p>wee wonderland - we didnt make as much money this year for a few reasons. student population has decreased significantly. a lot of inventory rolled over - they itemized inventory this year. helped them form a budget. Would like to run wee wonderland earlier next year before everyone does their christmas shopping. Possibly the first week of december. Setting up on a monday was a wonderful change. they have about another \$1000 to spend in prep for next year.</p> <p>hot lunch is happening twice a month. parents can order once a month. looking at possibly changing the website we order through.</p>	
<p>5.0 Treasurer Update</p>	<p>spreadsheets attached</p> <p>GICs two mature in the next two years one matures this week.</p> <p>Move to reinvest the GIC for a one year short term by AA second by LL All approved None opposed. Julie and Ashley to go to the bank to reinvest early next week.</p>	
<p>6.0 New Business</p>		
<p>7.0 Announcements</p>		
<p>8.0 Date of Next Meeting</p>	<p>Date: February 25, 2020</p> <p>Time: 7:30pm</p> <p>Location: Woodbridge Farms School Library – childcare available</p>	

9.0 Adjournment	Meeting was adjourned at pm	

<u>Woodbridge Farms Parent Association</u>			
Profit & Loss Statement			
Wee Wonderland Fundraiser			
Prepared January 2020			
Year	Income	Expenses	Profit
2013	\$ 9,581.00	\$ 3,994.58	\$ 5,586.42
2014	\$ 8,498.75	\$ 5,549.55	\$ 2,949.20
2015	\$ 8,575.00	\$ 6,569.91	\$ 2,005.09
2016	\$ 8,770.00	\$ 4,322.80	\$ 4,447.20
2017	\$ 8,112.70	\$ 5,468.82	\$ 2,643.88
2018	\$ 5,992.45	\$ 2,967.68	\$ 3,024.77
2019	\$ 5,956.55	\$ 4,244.19	\$ 1,712.36
Total Profit (from 2013-2019)	\$ 55,486.45	\$ 33,117.53	\$ 22,368.92
Average Profit (from 2013-2019)			\$ 3,195.56
2019 Advance Purchases		\$ 945.77	

<i>Beginning Balance</i>			\$11,276.51	* Including \$30,180.00 in Term Investments
Fundraisers/Income	Income	Expenses	Profit	Details
50/50 Raffle	\$ 662.50	0	\$ 662.50	
Big Box of Cards			\$ -	
Cobs			\$ -	
Dances (Halloween/Spring)	\$ 1,654.70	\$ 1,352.22	\$ 302.48	
Flower Basket Fundraiser			\$ -	
GIC Interest			\$ -	
Hot Lunch Program	\$ 4,877.75	\$ 4,261.71	\$ 616.04	*See attached report
Lovable Labels Fundraiser			\$ -	
Poinsettias Fundraiser	\$ 1,838.00	\$ 1,451.45	\$ 386.55	
Sausage Fundraiser	\$ 12,470.00	\$ 8,796.65	\$ 3,673.35	
SPUD Fundraiser	\$ 87.12	\$ -	\$ 87.12	
Wee Wonderland Fundraiser 2019	\$ 5,956.55	\$ 260.78	\$ 5,695.77	*See attached report
Wee Wonderland Fundraiser 2020	\$ -	\$ 945.77	-\$ 945.77	
			\$ -	
Total	\$ 27,546.62	\$ 17,068.58	\$ 10,478.04	
Expenses		Planned	Actual	

		Expenses	Expenses	
Bank Fees & Service Charges		\$ 150.00	\$ 42.79	
BBQ Rental		\$ 500.00	\$ 316.52	
Busing Grade 5 Swimming		\$ 1,000.00		
Childcare		\$ 460.00	\$ 75.00	
Computer Expenses		\$ 150.00	\$ 65.44	
Grade 6 Celebration		\$ 300.00		
Grinch Day		\$ 300.00	\$ 283.72	
Operating Insurance		\$ 500.00	\$ 529.60	
Operating Supplies		\$ 250.00	\$ 50.03	
Retirement & Farewell Gifts		\$ 500.00		
Sports Day Lunch		\$ 1,500.00		
Student Resource Fee (\$10/student)		\$ 3,000.00	\$ 1,370.00	
Teacher's Appreciation		\$ 500.00	\$ 105.94	
Terry Fox Run Snack		\$ 100.00	\$ 67.13	
Subtotal		\$ 9,210.00	\$ 2,906.17	
Total Expenses		\$ 9,210.00	\$ 2,906.17	
Total Profit/Loss		\$ 1,268.04	\$ 7,571.87	
<i>Estimated Ending Balance</i>		<i>\$ 12,544.55</i>	<i>\$ 18,848.38</i>	



MINUTES
Woodbridge Farms Parent Association
February 25, 2020
7:30-8:30pm
Woodbridge Farms Elementary School Library

President Tara Lamabe
Vice President Ashlee Salmons
Treasurer Julie Ballhorn
Secretary subbing in, Lori Lehman

Agenda Item	Notes	Actions
1.0 Welcome	Called to order @ 7:40	
2.0 Old business and approval of last meeting's minutes (October, 2019)	- AS motion to approve, LL seconded, all in favour	
3.0 Approval of Agenda	-add in request for funding, motion to approve by AS, seconded by LL, all in favour	

4.0 Fundraiser Update	<p>Card Fundraiser - postponed to next year to set the Spellathon up for success</p> <p>Flowers - order forms out mid April, raised \$1600 last year</p> <p>May - movie night May 29, TAra will look into rentals for inflatable</p>	
5.0 Treasurer Update	<p>Spreadsheets reviewed by J Ballhorn</p>	
6.0 New Business	<p>Request for Funding for 40th Birthday Celebration for cake/cupcakes, iced tea, balloons, plates & cups - \$1000</p> <p>Motion to approve this request by T Lamabe, seconded by LL, voting all in favour, APPROVED</p> <p>Request for funding for Azure Drumming enhancement program: - \$1500</p> <p>Motion to approve this request by T Lamabe, seconded by JS, voting all in favour, APPROVED</p> <p>\$1500 for Sports Day 2020, Nitzas Pizza for and fruit, motion to approve by AS, seconded by LL, voting, all in favour</p>	
7.0 Announcements		
8.0 Date of Next Meeting	<p>Date: ,April 22 2019</p> <p>Time: 7:30pm</p> <p>Location: Woodbridge Farms School Library – childcare available</p>	
9.0 Adjournment	<p>Meeting was adjourned at 8:10 pm</p>	



MINUTES
Woodbridge Farms Parent Association
April 30, 2020
4:30pm
Virtually Through Google Meet due to Covid19

President Tara Lamabe
Vice President Ashlee Salmons
Treasurer Julie Ballhorn
Secretary Jessica Cook

Agenda Item	Notes	Actions
1.0 Welcome	Called to order @ 4:30pm	
2.0 Old business and approval of last meeting's minutes (Feb 2020)	- Motion to approve KE second by KD all APPROVED non opposed. Jessica to send membership forms to Andy for circulation	
3.0 Approval of Agenda	-Motion to Approve AS second NB all APPROVED non opposed.	
4.0 Fundraiser Update	No spellathon - Postponed until next year. All fundraising has been postponed.	

Woodbridge Farms Parents Association

	Hot lunch monies paid will roll over to next year. Wok Box can be done first so orders can remain the same. Refunds would need cheques to be issued.	
5.0 Treasurer Update	Online banking has been down so accurate numbers are not able to be reported. Banks have been closed for appointments so GIC has not been re-invested. Inquiring about doing GIC remotely. Will reinvest the \$10,000 GIC for another 1 year term as soon as possible. We have paid for bussing and a few things are outstanding. Will try and report more accurately next meeting.	
6.0 New Business	will there be a grade 6 grad? Teacher appreciation is being taken care of and includes all staff. Retiring staff : Lynn Medima, Mona Sawatski, Vicki Tannahil, Francie Davies. Information to be sent to Tara.	
7.0 Announcements		
8.0 Date of Next Meeting	Date: TBA Time: TBA Location: TBA	
9.0 Adjournment	Meeting was adjourned at 4:37pm	



MINUTES
Woodbridge Farms Parent Association
May 27, 2020
4:00pm
Virtually Through Google Meet due to Covid19

President Tara Lamabe
Vice President Ashlee Salmons
Treasurer Julie Ballhorn
Secretary Jessica Cook

Agenda Item	Notes	Actions
1.0 Welcome	Called to order @ 4:06pm	
2.0 Old business and approval of last meeting's minutes (Feb 2020)	- Motion to approve JF second by LL all APPROVED non opposed.	
3.0 Approval of Agenda	-Motion to Approve LL second NB all APPROVED non opposed.	
4.0 Treasurer Update	GIC of \$10,000 will be coming out this week.	

Woodbridge Farms Parents Association

5.0 Fundraising Update	No fundraising until we have more information on the rest of this year and how school looks like for the fall.	
6.0 Funding Requests	Mulch and painting of garden beds - possibly reaching out to Salisbury greenhouse. We will revisit in the fall with the possibility of completing it in the spring.	
7.0 New Business	none	
8.0 Announcements	AGM Date: TBA Time: TBA Location: TBA	
9.0 Adjournment	Meeting was adjourned at 4:13pm	