



**Woodbridge Farms Parent Association Minutes**

**Date: January 16, 2023**

**Time: 18:34**

**Place: Woodbridge Elementary School**

President	Tara Lamabe
Vice President	Nana Thaver
Treasurer	Julie Ballhorn
Secretary	Mel Fawcett

Agenda Item	Notes	Actions
<b>1.0 Welcome</b>	<b>Called to order 18:34 by Nana Thaver</b>	
<b>2.0 Old business and approval of last meeting's minutes</b>	<b>18:35</b> Natalia motions to approve November minutes, 2 <sup>nd</sup> by Marco. All in favour.	Approved as circulated.
<b>3.0 Approval of Agenda</b>	<b>18:36</b> Jamie motions to approve current agenda. 2 <sup>nd</sup> by Jess. All in favour.	Approved as circulated.
<b>4.0 Treasurer Update</b>	<b>18:37</b> <ul style="list-style-type: none"> <li>● \$33,355.29 current bank balance</li> <li>● Final GIC deposited into the account Jan 3/23</li> <li>● Approved expenses: (Totals - \$10,020.80)               <ul style="list-style-type: none"> <li>● **all to be revisited in Sept 2023</li> <li>● Grade 5 swimming bussing \$975.00</li> <li>● Enrichment program \$3,000.00</li> <li>● Staff appreciation \$1,500.00 (\$249.21 spent so far)</li> <li>● Teacher Reimbursement \$4,255.00 (\$574.99 spent so far)</li> <li>● Retirement/Farewell \$500.00</li> <li>● Grade 6 Farewell Lunch \$300.00</li> <li>● Hot Lunch Software \$315.00</li> </ul> </li> </ul>	

<p><b>5.0 Fundraising Update</b></p>	<p><b>18:55</b></p> <p><b>Wee Wonderland:</b></p> <ul style="list-style-type: none"> <li>● \$7,425 income.</li> <li>● Profit of approximately \$3700</li> <li>● Parent surveyed to change table values from the current \$3, \$5, \$10 to \$5, \$10, \$15. <ul style="list-style-type: none"> <li>○ <b>83 in favour, 3 opposed.</b></li> </ul> </li> <li>● Motion to approve spending for Wee Wonderland 2023 <ul style="list-style-type: none"> <li>○ Move to funding requests</li> </ul> </li> </ul> <p><b>18:56</b> Based on results of parent survey, Nana motions to change tables to \$5, \$10, \$15 tables for 2023 Wee Wonderland, 2<sup>nd</sup> by Jess. Approved as circulated.</p> <p><b>18:57</b> Wee Wonderland forms to include a donation/sponsor option to assist those that are unable to financially participate. Natalia motions to approve donation/sponsor option on Wee Wonderland forms, 2<sup>nd</sup> by Marc. Approved as circulated.</p> <p><b>Upcoming Fundraisers:</b></p> <ul style="list-style-type: none"> <li>● Stawnichy's- before Easter</li> <li>● Spring Flowers- more information to come in March.</li> </ul>	<p>Changes to Wee Wonderland tables. Approved as circulated.</p> <p>Addition of donation/sponsor option. Approved as circulated.</p>
<p><b>6.0 Funding Requests</b></p>	<p><b>18:58</b></p> <p>Current bank balance \$33,355.29 WBFPA would like \$7,500 to be carried forward to 2023-2024 school year.</p> <p>Funding requests:</p> <ul style="list-style-type: none"> <li>● TV for 5/6S \$1,801.80</li> <li>● 4 Smart Displays \$14,025.19 **does not include installation costs (approximately \$3,000 last time)</li> <li>● Funds for decodable books. <ul style="list-style-type: none"> <li>○ Aids for literacy intervention program, books have letter to sound correspondence. A minimum of 80% of the words are decodable, meaning students can sound them out. Books are available for all reading levels.</li> </ul> </li> </ul>	<p>Move to next meeting. Number of books and cost needed.</p>

	<ul style="list-style-type: none"> <li>● \$2,000 for Spirit Day (formerly Sports Day). <ul style="list-style-type: none"> <li>○ Equipment rentals</li> </ul> </li> <li>● Determine 2023 restocking budget for Wee Wonderland. <ul style="list-style-type: none"> <li>○ Restock for this year was approx. \$2700</li> <li>○ Note the increase in table values for 2023 and possible increase in participation due to donation program.</li> <li>○ Consider Wee Wonderland as a self-funding activity and commit the profits of 2022 to restocking 2023. This is to be reviewed based on 2023 outcomes.</li> </ul> </li> </ul> <p><b>19:15</b> Marco motions to approve \$3700 for 2023 restocking, 2<sup>nd</sup> by Natalia. All in favour.</p> <p><b>19:20</b> Nana motions to approve \$11,000 for technology, TV and 3 smart displays, 2<sup>nd</sup> by Taryn. All in favour.</p> <ul style="list-style-type: none"> <li>○ School budget to cover the cost of installation and additional smart display.</li> </ul>	<p>Move to next meeting. Equipment rental costs needed,</p> <p>Approved as circulated.</p> <p>Approved as circulated.</p>
<p><b>7.0 New Business</b></p>	<p><b>Hot Lunch:</b></p> <ul style="list-style-type: none"> <li>● Feb 24,2023 / March 17,2023, April 14, 2023, April 28, 2023, May 12, 2023, May 26, 2023, Spirit Day,</li> <li>● Going forward hot lunch ordering form will have the option to opt in for volunteering.</li> <li>● Hot lunch volunteer is from 11:45 to 12:15. We need 10 to 15 volunteers.</li> </ul> <p><b>Movie Night</b> on May 26, anyone interested in taking this on?</p> <ul style="list-style-type: none"> <li>● Tara can do the shopping for snacks</li> <li>● Movie night license is \$350-\$450 for 40 or less people. Awaiting quote for large group.</li> <li>● Gym capacity is 546 sitting, without fixed chairs, 680 for standing.</li> </ul> <p><b>Compensation for childminding</b></p> <ul style="list-style-type: none"> <li>● Child minding is provided by 1-2 Grade 6 student volunteers.</li> <li>● Sign up will be sent out ahead of meeting.</li> </ul> <p><b>19:40</b> Jamie motions to compensate each volunteer with a \$20 gift card, to a maximum of \$200 for the school year, 2<sup>nd</sup> by Natalia. All in favour.</p>	<p>Volunteers needed for the success and continuation of hot lunch.</p> <p>Continue movie night discussion after February staff meeting and once licensing quote is returned.</p> <p>Approved as circulated.</p>

<b>8.0 Announcements</b>	None	
<b>9.0 Adjournment</b>	Meeting adjourned at <b>19:46</b> Date: Monday, March 13, 2023 Time: 17:30 Location: Woodbridge Elementary School	