



Woodbridge Farms Parent Association Annual General Meeting Agenda

Date: September 19, 2024

Time: 20:30

Place: Woodbridge Farms Elementary

Parent Association Executive 2023-2024:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Time	Item	Owner
20:30	1.0 Welcome and Introductions <ul style="list-style-type: none">Membership Forms	Nana Thaver
20:30	2.0 Approval of AGM Agenda	Nana Thaver
20:35	3.0 Year in Review	Nana Thaver
20:40	4.0 Financial Report <ul style="list-style-type: none">Vote to approve the 2023-2024 Financial Statement2 Auditors required to audit 2023-2024 books.	Taryn Bryenton
20:50	5.0 Overview of Parent Association Executive Positions (attached) <ul style="list-style-type: none">PresidentVice PresidentTreasurerSecretary Questions from the floor regarding positions.	Nana Thaver
21:00	6.0 Election of the 2023-2024 Parent Association Executive <ul style="list-style-type: none">Call for nominationsElection of PresidentElection of Vice PresidentElection of TreasurerElection of Secretary	Nana Thaver
21:10	7.0 Changes to WBFPA bank account signing authority: <ul style="list-style-type: none">Motion to add any new executive membersMotion to remove any former executive members	Nana Thaver
21:15	Adjournment	

Woodbridge Farms Parent Association Positions Descriptions:

President

The President shall have general knowledge of all activities of the Association. He/she will be an ex-officio member of all Committees as defined by Robert's Rules of Order. The President shall be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the Association. He/she shall, when present, preside at all meetings of the Association and of the Board. The President will be the chief spokesperson for the Association, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

Vice President

The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

Secretary

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board. The Secretary shall also keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.

Treasurer

The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The signing authorities of the financial accounts will be any two of the elected Officers of the Association.



Woodbridge Farms Parent Association Annual General Meeting Meeting Minutes

Date: Monday, September 27, 2024

Time: 7:30pm

Place: Woodbridge Farms Elementary/ Virtual

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome	20:16 Called to order.	
2.0 Approval of Agenda	20:17 <ul style="list-style-type: none">Mel motions to approve the current AGM agenda. Jamie 2nd. All in favour.	Approved as circulated.
3.0 Year in Review	20:12 Executive WBFPA 2023-2024: <ul style="list-style-type: none">President - Nana ThaverVice President - Jess CookTreasurer - Taryn BryentonSecretary – Mel Fawcett Meeting Dates: September 09 2023, October 13, 2024, November 27, 2023, January 15, 2024, March 11, 2024, May 13, 2024. Parent Association Activities: Thank you to all our volunteers! <ul style="list-style-type: none">Terry Fox SnackHot LunchesHalloween DanceRead-a-thon FundraiserWee WonderlandHoliday Hot Chocolate & CookiesStawnichy's Fundraiser	



Woodbridge Farms Parent Association Annual General Meeting Meeting Minutes

	<ul style="list-style-type: none"> • Spring Flowers Fundraiser • Salisbury Fundraiser • Swim lesson Bussing • Grade 6 farewell lunches • Mabel's labels Fundraiser • Teacher & Staff appreciation • Cotton Candy Days 	
4.0 Financial Report	20:12 <ul style="list-style-type: none"> • Financial report presented by Taryn. • Nana motions to approve 2023-2024 income statement. Marco 2nd. All in favour. <ul style="list-style-type: none"> ○ Two volunteers needed for the annual audit. 	Approved as circulated. Lori and Stephen
5.0 Overview of Parent Association Executive Positions	20:20 Overview of positions, attached below. <ul style="list-style-type: none"> • No questions from the floor regarding positions. 	
6.0 Election for the 2023-2024 Parent Association Executive	20:22 Call for nominations <ul style="list-style-type: none"> • Kristin nominates Nana for President, Jamie 2nd. Nana accepts. All in favour. • Nana nominates Jess for Vice President. Mel 2nd. Nana accepts on behalf of Jess. All in favour. • Leah nominates Taryn for Treasurer, Nana 2nd. Taryn accepts. All in favour. • Kristin nominates Mel for Secretary, Jamie 2nd. Mel accepts. All in favour. 	Nana for President. Approved as circulated Jess for Vice President. Approved as circulated Taryn for Treasurer. Approved as circulated. Mel for Secretary. Approved as circulated.
8.0 Adjournment	Adjournment 20:25	



Woodbridge Farms Parent Association Annual General Meeting Meeting Minutes

Woodbridge Farms Parent Association Positions Descriptions:

President

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Vice President

The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

Secretary

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board. The Secretary shall also keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.



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Treasurer

The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The signing authorities of the financial accounts will be any two of the elected Officers of the Association.



Woodbridge Farms Parent Association Agenda

Date: September 19, 2024

Time: 20:30

Place: Woodbridge Farms Elementary

Parent Association Executive 2024-2025:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Time	Item	Owner
7:30 PM	1.0 Welcome/Introductions	Nana / President
7:30 PM	2.0 Approval of last meeting's minutes 1. May 13 PA Minutes	Nana / President
7:35 PM	3.0 Approval of Agenda	Nana / President
7:35 PM	4.0 Treasurer Update 1. Annual Profit - \$3,433 2. Bank balance - \$19,138 3. Expense reports 4. Appoint Auditors	Taryn / Treasurer
7:45 PM	5.0 Fundraising Update - Plans for the upcoming year 1. Review events that are memory makers vs actual fundraisers - Nana o 2024/2025 Fundraisers / Activities: i. Birthday Card Boxes for 2024/2025 ii. Read-a-thon / Math-a-thon iii. Stawnichy's - Kristen Cantin iv. Wee Wonderland - Jamie v. Spring Flowers / Gift Cards - TBD vi. Halloween Dance - Oct 25th 2. Halloween Dance Committee o motion for expenses (\$1500)	Nana / President
7:55 PM	6.0 Fundraising Requests 1. Terry Fox - Sept 2. Teacher Reimbursement	Nana / President
8:00 PM	7.0 New Business 1. Hot Lunch 2. Parent / Caregiver Survey DRAFT	
8:30 PM	8.0 Adjournment Next Meeting: TBD 2024	



President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

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Woodbridge Farms Parent Association

Meeting Minutes

6.0 Funding Requests	<p>20:50</p> <ul style="list-style-type: none">• School request for snacks on September 26 Terry Fox Run.<ul style="list-style-type: none">◦ Nana motions to approve \$100 for snack purchase. Jamie 2nd. All in favour. <p>20:55</p> <ul style="list-style-type: none">• Set budget for teacher reimbursement.<ul style="list-style-type: none">◦ Nana motions to approve \$10 per student per teacher based on September enrollment. \$200 each for School Counselor and Music Teacher. Staff reimbursement to not exceed \$4000 for the school year. Mel 2nd. All in favour.	<ul style="list-style-type: none">• Approved as circulated.• Approved as circulated.
7.0 New Business	<p>21:00</p> <ul style="list-style-type: none">• Hot lunch - Lori to start in October.	
8.0 Announcements	None	
9.0 Adjournment	<p>21:00 Meeting adjourned.</p> <p>Next Meeting Dates:</p> <ul style="list-style-type: none">• Tuesday, October 8, 2024, at 7:30pm• Tuesday, November 19, 2024, at 7:30pm• Tuesday, January 14, 2025, at 7:30pm• Tuesday, March 11, 2025, at 7:30pm• Tuesday, May 13, 2025, at 7:30pm	



Woodbridge Farms Parent Association Agenda

Date: Tuesday, October 8, 2024

Time: 7:30 PM

Place: Woodbridge Farms Elementary/Virtual

Parent Association Executive 2024-2025:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Time	Item	Owner
7:30 PM	1.0 Welcome/Introductions	Nana / President
7:30 PM	2.0 Approval of last meeting's minutes <ul style="list-style-type: none">• AGM PA Minutes - Sept 19.docx• PA MINUTES - Sept 19.docx	Nana / President
7:35 PM	3.0 Approval of Agenda	Nana / President
7:35PM	4.0 Treasurer Update <ol style="list-style-type: none">1. Bank balance - \$19,1062. Loss YTD - (\$32)	Taryn / Treasurer
7:40 PM	5.0 Fundraising Update <ol style="list-style-type: none">3. Halloween Dance Committee (Kristen)4. Wee Wonderland (Jamie)	Nana / President
8:00 PM	6.0 Fundraising Requests <ol style="list-style-type: none">1. Fit Set Ninja (Kerri Willams)2. Box Cars & One-Eyed Jacks (Kerri Willams)3. Teacher & Staff Appreciation (lunch 4x a year) (Nana)	Nana / President
8:15 PM	7.0 New Business <ul style="list-style-type: none">• Hot Lunch• Caregiver Welcome Back Survey Results (Nana)• Harvest Basket• The no fundraiser fundraiser (Nana / Jess)• Hot Chocolate / Cookies day (Nana)	
8:30 PM	8.0 Adjournment Next Meeting: Tuesday, November 19, 2024, at 7:30pm	



Woodbridge Farms Parent Association Agenda

Date: Tuesday, November 19, 2024

Time: 7:30 PM

Place: Woodbridge Farms Elementary/Virtual

Parent Association Executive 2024-2025:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Time	Item	Owner
7:30 PM	1.0 Welcome/Introductions (1 min)	Nana / President
7:30 PM	2.0 Approval of last meeting's minutes (2 min) <ul style="list-style-type: none">October Meeting Minutes	Nana / President
7:35 PM	3.0 Approval of Agenda (2 min)	Nana / President
7:35PM	4.0 Treasurer Update (5 mins) <ul style="list-style-type: none">1. Bank balance - \$15,7062. Loss YTD - (\$3,432)<ul style="list-style-type: none">a. Halloween Dance Profit - \$1,106b. Hot Lunch Profit - \$441c. COBS fundraising (PY) - \$105	Taryn / Treasurer
7:40 PM	5.0 Fundraising Update <ul style="list-style-type: none">• Halloween Dance Summary Discussion (Jocelyn - 15 mins)• Wee Wonderland 2024 (Jamie - 15 mins)<ul style="list-style-type: none">○ Inventory○ Plans for this year○ Class schedule - how to manage○ Request for budget for next year?• Fit Set Ninja school enrichment activity<ul style="list-style-type: none">○ Booked for School Mobile Course (Nov. 25-26,2024) -Woodbridge Farms School - \$3675.00	Nana / President
8:10 PM	6.0 Fundraising Requests (5 mins) <ul style="list-style-type: none">• Harvest Basket• Bussing for Grade 5 Swimming - \$1500	Nana / President
8:15 PM	7.0 New Business (15 mins) <ul style="list-style-type: none">• Teacher Appreciation Luncheon #2 of 4 - Dec• Holiday Hot Chocolate & Cookies - Dec 18 & 19• New Fundraiser for Jan / Feb<ul style="list-style-type: none">○ Cash Call Fundraiser - Feb○ Ice Melt?	



Woodbridge Farms Parent Association Agenda

	<ul style="list-style-type: none">○ Purdy Chocolates?● Memory Makers:<ul style="list-style-type: none">○ Oil Kings Night● Hockey Hooky with the Crusaders (Jess)● Stawnichy's - April● Math Night - Pizza sponsorship	
8:30 PM	<p>8.0 Adjournment</p> <p>Next Meeting:</p> <ul style="list-style-type: none">● Tuesday, January 14, 2025, at 7:30pm● Tuesday, March 11, 2025, at 7:30pm● Tuesday, May 13, 2025, at 7:30pm	



Woodbridge Farms Parent Association Meeting Minutes

Date: Tuesday, November 19, 2024

Time: 7:11 PM

Place: Woodbridge Farms Elementary/ Virtual

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome	7:11 PM Called to order by Nana.	
2.0 Old business and approval of last meeting's minutes	7:12 PM Jess motions to approve October minutes, Nana seconds. All in favour.	Approved as circulated
3.0 Approval of Agenda	7:12 PM Mel motions to approve the current agenda, Jess seconds. All in favour.	Approved as circulated
4.0 Treasurer Update	7:12 PM - Income Statement	
5.0 Fundraising Update	<p>7:17 PM</p> <ul style="list-style-type: none">Halloween Dance Summary - Jocelyn<ul style="list-style-type: none">Overall positive feedback to concession traffic flow, addition of quiet room and extra seating in hallway.Consider hiring a photo booth for 2025 dance2025 date to be determinedWee Wonderland 2024 - Jamie<ul style="list-style-type: none">Total budget for 2024 purchases \$8500, \$4333.85 remains7:36 PM Jamie motions to approve an initial budget of \$2000 for 2025 Wee Wonderland. Mel seconds, all in favour.Fit Set Ninja school enrichment activity<ul style="list-style-type: none">Booked for School Mobile Course (Nov. 25-26,2024) -Woodbridge Farms School - \$3675.00	<ul style="list-style-type: none">Approved as circulated



Woodbridge Farms Parent Association Meeting Minutes

6.0 Funding Requests	7:37 PM <ul style="list-style-type: none"> • Harvest Basket - no requests at this time • 7: 37 PM Request to cover cost of transportation for grade 5 swimming lessons- \$1234.80. <ul style="list-style-type: none"> ○ Nana motions to approve \$1234.00 for bus services for Gr.5 swimming lessons. Second by Mel, all in favour. 	<ul style="list-style-type: none"> • Approved as circulated
7.0 New Business	7:38 PM <ul style="list-style-type: none"> • Teacher appreciation lunch - #2 of 4, <ul style="list-style-type: none"> ○ School Council will arrange. • Holiday Hot chocolate - Dec 18 and 19 to include kindergarten. <ul style="list-style-type: none"> ○ No cost, supplier at present. Alexia to coordinate and deliver. ○ Request for pre-iced cookies vs. decorating kits. • New Fundraiser for Jan / Feb <ul style="list-style-type: none"> ○ Cash Call Fundraiser in February, more information to come. • Oil Kings Nights <ul style="list-style-type: none"> ○ PA would purchase discounted bulk tickets to resell. ○ Coordinate with hockey teams or jr. highs to increase attendance. • Stawnichy Sausage Fundraiser - April <ul style="list-style-type: none"> ○ More information in January • Family Math Night - Pizza Dinner Sponsorship <ul style="list-style-type: none"> ○ PA to provide pizza for RSVPed guest, ○ 8:00 PM Nana motions to approve up to \$200 for Family Math Night for expenses like pizza or dice or any other related expenses related to this school event. Second by Jess. All in favour. 	<ul style="list-style-type: none"> • Approved as circulated.
8.0 Announcements	8:00 PM None	
9.0 Adjournment	8: 00 PM Meeting adjourned, resume School Council meeting. Next Meeting Dates: <ul style="list-style-type: none"> • Tuesday, January 14, 2025, at 7:30pm 	



Woodbridge Farms Parent Association Agenda

Date: Tuesday, January 14, 2025

Time: 7:30 PM

Place: Woodbridge Farms Elementary/Virtual

Parent Association Executive 2024-2025:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Time	Item	Owner
7:30 PM	1.0 Welcome/Introductions	Nana / President
7:30 PM	2.0 Approval of last meeting's minutes PA Minutes - Nov 19.docx	Nana / President
7:35 PM	3.0 Approval of Agenda	Nana / President
7:35PM	4.0 Treasurer Update <ol style="list-style-type: none"> 1. Bank balance - \$18,728 2. Loss YTD - (\$410.35) <ol style="list-style-type: none"> a. Wee Wonderland 2024 - \$3,866 b. Hot Lunch Profit - \$624 c. Halloween Dance Profit - \$1,027 	Taryn / Treasurer
7:40 PM	5.0 Fundraising Update <ol style="list-style-type: none"> 1. We Love WBF - (Lead: Nana) - tentative Feb 2025 <ol style="list-style-type: none"> a. draft letter 2. Stawnichy's (Lead: Nana) - March 13, 2025 - orders due in Feb 3. Spring Flowers (Lead: Jordyn)- May 2025 4. Salisbury Gift Cards (LEAD) - May 2025 5. Wee Wonderland (Jamie) - Dec 2025 <ol style="list-style-type: none"> a. overview / discussion b. tentative dates for Dec 2025 	Nana / President
8:00 PM	6.0 Fundraising Requests <ol style="list-style-type: none"> 1. Hot Chocolate Day - Dec 18/19 - amount 2. Family Math Games Night - Jan 27 <ol style="list-style-type: none"> a. supplies? 3. Indigenous Peoples day 	Nana / President
8:15 PM	7.0 New Business <ol style="list-style-type: none"> 1. Executive recruitment for 25/26 2. Teacher & Staff Appreciation Luncheons <ol style="list-style-type: none"> a. April for Education Week b. May for Teacher Appreciation Day (did this last year) c. June for end of year 	Nana / President



Woodbridge Farms Parent Association Agenda

8:30 PM	8.0 Adjournment Next Meeting: <ul style="list-style-type: none">• Tuesday, March 11, 2025, at 7:30pm• Tuesday, May 13, 2025, at 7:30pm	Nana / President
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Woodbridge Farms Parent Association Meeting Minutes

Date: Tuesday, January 14, 2025

Time: 8:15 PM

Place: Woodbridge Farms Elementary/ Virtual

President: Nana Thaver

Vice President: Jessica Cook

Treasurer: Taryn Breyton

Secretary: Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome	8:15 PM Called to order by Nana	
2.0 Old business and approval of last meeting's minutes	8:16 PM Marco motions to approve November minutes. Nana 2nd. All in favour.	Approved as circulated
3.0 Approval of Agenda	8:16 PM Marco motions to approve the current agenda. Nana 2nd, All in favour.	Approved as circulated
4.0 Treasurer Update	8:17 PM Income Statement Sept 1, 2024 - January 14, 2025	
5.0 Fundraising Update	8:21 PM <ul style="list-style-type: none">• We Love WBF - (Lead: Nana) - tentative Feb 2025<ul style="list-style-type: none">◦ draft letter• Stawnichy's (Lead: Nana) - March 13, 2025 - orders due in Feb<ul style="list-style-type: none">◦ Feedback to move order pickup closer to Easter weekend.• Spring Flowers (Lead: Jordan)- May 2025<ul style="list-style-type: none">◦ Supplier needed• Salisbury Gift Cards (LEAD needed) - May 2025• Wee Wonderland (Jamie) - Dec 2025<ul style="list-style-type: none">◦ overview / discussion◦ tentative dates for Dec 2025 - TBD based on Christmas concert date.	
6.0 Funding Requests	<ul style="list-style-type: none">• Hot Chocolate Day - Dec 18/19, 2024<ul style="list-style-type: none">◦ 8:41 PM - Nana motions to approve up to \$300 for hot December 2024 Hot Chocolate Day expenses. Jess 2nd. All in favour	Approved as circulated



Woodbridge Farms Parent Association Meeting Minutes

	<ul style="list-style-type: none">• Family Math Games Night - Jan 27<ul style="list-style-type: none">◦ \$200 approved in November for expenses, i.e pizza, dice, cards.• Indigenous Peoples day - no PA funding required, school to organize.	
7.0 New Business	<p>8:50 PM</p> <ul style="list-style-type: none">• FYI: Executive recruitment for 25/26 for Parent Association<ul style="list-style-type: none">◦ Roles available:<ul style="list-style-type: none">i. Secretary - current one aging out of the schoolii. Treasurer - current one will have kids in last year, and will support transition for new treasurer.iii. Vice President - current one aging out of the schooliv. President - current one is happy to help transition new person for the coming year.• Teacher & Staff Appreciation Luncheons<ul style="list-style-type: none">◦ April for Education Week◦ May for Teacher Appreciation Day◦ June for end of year	
8.0 Announcements	8:57 PM None	
9.0 Adjournment	<p>8:58 Meeting adjourned.</p> <p>Next Meeting Date:</p> <ul style="list-style-type: none">• Tuesday, March 11, 2025, at 7:30pm• Tuesday, May 13, 2025, at 7:30pm	



Woodbridge Farms Parent Association Agenda

Date: March 11, 2025

Time: 7:30 pm

Place: Woodbridge Farms Elementary/Virtual

Parent Association Executive 2024-2025:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Breyton

Secretary: Jamie Provencher

Time	Item	Owner
7:30 PM	1.0 Welcome/Introductions	Nana
7:30 PM	2.0 Approval of last meeting's minutes	Nana
7:35 PM	3.0 Approval of Agenda	Nana
7:35PM	4.0 Treasurer Update	Taryn
7:40 PM	5.0 Fundraising Update	Nana
8:00 PM	6.0 Fundraising Requests	Nana
8:15 PM	7.0 New Business	Nana
8:30 PM	8.0 Adjournment Next Meeting: Tuesday, March 11	Nana



Woodbridge Farms Parent Association Meeting Minutes

Date: March 11, 2025

Time: 7:30 pm

Place: Woodbridge Farms Elementary/ Virtual

President: Nana Thaver

Vice President: Alexia Friesen

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome	8:10 meeting called to order by Nana	
2.0 Old business and approval of last meeting's minutes	Marco motions, Kristen seconds, all in favour	Approved as circulated.
3.0 Approval of Agenda	Marco motions to approve, Taryn seconds, all in favour	Approved as circulated
4.0 Treasurer Update	8:12 Presented by Taryn See income statement attached Income Statement Sept 1, 2024 - March 11, 2025	
5.0 Fundraising Update	8:13 <ul style="list-style-type: none">• We love WBF \$1055 raised - link to support is still live and will remain open for now.• Hot lunch profit - \$1455• Stawnichy's \$1771 (deposits to date)• Spring flowers upcoming through Indeygo (Jordan leading) - no gift cards. Delivery day in time for mothers day on Thursday, May 8. Possible \$50 delivery fee depending on the amount sold. More info to come.	
6.0 Funding Requests	8:24 - no requests	
7.0 New Business	8:24 <ul style="list-style-type: none">• Grade 6 Birch Bay field trip - May 26.• Nana motions to approve \$600 for grade 6 farewell/birch bay lunch. Second by Marco. All in favour.	<ul style="list-style-type: none">• Need parent volunteer.• Approved as circulated.
8.0 Announcements		
9.0 Adjournment	8:32 pm meeting adjourned	



Woodbridge Farms Parent Association

Meeting Minutes

	Next Meeting Dates: <ul style="list-style-type: none">• May 13	
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Woodbridge Farms Parent Association Agenda

Date: Tuesday, May 13, 2025

Time: 7:30 pm

Place: Woodbridge Farms Elementary/Virtual

Parent Association Executive 2024-2025:

President: Nana Thaver

Vice President: Jess Cook

Treasurer: Taryn Bryenton

Secretary: Mel Fawcett

Time	Item	Owner
7:30 PM	1.0 Welcome/Introductions	Nana / President
7:30 PM	2.0 Approval of last meeting's minutes PA Minutes March 11.docx	Nana / President
7:35 PM	3.0 Approval of Agenda	Nana / President
7:35PM	4.0 Treasurer Update	Taryn / Treasurer
7:40 PM	5.0 Fundraising Update 1. Spring Flowers (Lead: Jordan) - May 2025	Nana / President
8:00 PM	6.0 Fundraising Requests 1. Funds to purchase musical instruments to support music room revitalization (Potential Costs and Quantity of Musical Instruments). 2. Funds to cover the cost of the Staff Appreciation Lunch in February 2025 (\$236.35). 3. Spirit Day (June 6) Supplies and Bouncin' Around rental (Amount to be shared at the meeting).	Nana / President
8:15 PM	7.0 New Business 1. Grade 6 Farewell (\$600 already approved for farwell and Birch Bay) - volunteer(s) needed - Monday, May 26 2. Pedalhead fundraiser opportunity Discussion - \$25 off code for your community's families, until the end of the school year and we get \$25 back. 3. Spirit Day a. Rentals from We Care We Share Program via Volunteer Strathcona 4. Discussion on 25/26 activities in Sept / Oct a. Volunteer Appreciation Video	Nana / President
8:30 PM	8.0 Adjournment	Nana / President



Woodbridge Farms Parent Association Agenda

	<p>Next Meeting: AGM Sept 2025 where Parent Association Executive will be voted on. If anyone is interested, please contact wbfpa.fundraising@gmail.com to chat.</p> <p>Roles:</p> <ul style="list-style-type: none">• President• Vice President• Treasurer• Secretary	
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