

# PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: Nov 12th, 2019, 6:30 PM

## Executive Committee Present

Melanie Dorrington - Chair

Stacey Hay - Treasurer

Ainsley Price - Secretary

## School Administration

Principal: Andrea Powell

Vice-Principal: Warren Nickerson

## Other Valued People Present

Tanis Knowles Yarnell (Environment)

Kristy LeBron (Staff Appreciation)

Saul Benjamin (South District Advisory Rep)

Cynthia Mitchell (French Language Advisory)

Randi Keefe (Fun Lunch Chair)

Lyndsay Cooper (Fundraising Committee Chair)

Debbie Armstrong (Fundraising Committee)

Sara Epp (Communications)

Tiffany Yachyshen (Family Dance Chair)

Me-Linh Le (Dance Committee Member)

Aimee Gyer (Dance Committee Member)

Renee Delaurier-Jones (Dance Committee Member)

## Minutes

Agenda / Speaker	Discussion	Notes / Responsible for Action/Timeline
Introduction <i>Melanie Dorrington</i>	Introduction of executive committee and members present	



<p>Chair Report – <i>Melanie Dorrington</i></p>	<p>PAG Meeting Minutes September 25<sup>th</sup> - Vote  PAG Meeting Minutes – Review of proposed approval process</p> <ul style="list-style-type: none"> <li>• <u>Secretary to complete and have meeting minutes available for review within 1 week to the PAG Committee Meeting</u></li> <li>• <u>Executive &amp; 2 chair members to provide preliminary approval</u></li> <li>• <u>Target posting meeting minutes within 2 weeks of meeting date (as draft)</u></li> </ul> <p>PAG Website – Updating website key focus over the next few months</p> <ul style="list-style-type: none"> <li>• <u>Recommend all committee members review content</u></li> <li>• <u>Members can provide ideas, suggestions, notices etc. - Email Sara Epp &amp; Melanie Dorrington</u></li> <li>• <u>Key area - updating standard procedures / policies</u></li> </ul> <p>Review of Receipt Best Practices</p> <ul style="list-style-type: none"> <li>• <u>Prior to Submission – Scan / Take Photos of receipts</u></li> <li>• <u>Send email copy to chair of committee &amp; treasurer</u></li> <li>• <u>Submit physical to treasurer folder (office) (advise treasurer)</u></li> </ul> <p>Review of committee emails</p> <ul style="list-style-type: none"> <li>• <u>All PAG email addresses are active</u></li> <li>• <u>To be use for outgoing messages</u></li> <li>• <u>Review regularly</u></li> <li>• <u>Maintains history for future members</u></li> <li>• <u>Can ask for help from Sara for accessing on your phone</u></li> </ul> <p>Discussion around setting future meetings</p> <ul style="list-style-type: none"> <li>• <u>Targeting 3 more meetings the rest of the year.</u></li> </ul> <p>Proposal for Future meeting dates:</p> <ul style="list-style-type: none"> <li>• <u>January 21<sup>th</sup></u></li> <li>• <u>March 24<sup>th</sup></u></li> <li>• <u>AGM – May 26<sup>th</sup></u></li> </ul> <p>Send out dates on draft to see if work for everyone</p>	<p>Motion to approval meeting minutes (Sept 25<sup>th</sup>) - from Stacy Hay  Seconded – Lyndsay Cooper  Opposed – None</p> <p><a href="http://roberthsmithpag.webly.com/">http://roberthsmithpag.webly.com/</a></p> <p><u>Assistance can be requested from Stacy Hay if required</u></p> <p><u>Action: Melanie to send out proposed dates for committee members review and response on ability to attend</u></p>
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<p>Treasurer's Report - Stacey Hay</p>	<p>Review of Accounting Practices and current account status including events that have taken place at the start of the year</p> <p>Discussion around review and consistency of guidelines for expenditures and event budgets</p> <ul style="list-style-type: none"> <li>• <u>Stacy will lead this review however committee members are suggested to provide any recommendations / ideas around financial policies</u></li> </ul> <p>2018/2019 Financials are undergoing a final review by the treasurer and will be distributed PAG Committee members prior to January. Voting for approval to take place at the January PAG meeting</p>	
<p>Communication – Sara Epp</p>	<p>Access to PAG website obtained</p> <p>Priorities:</p> <ul style="list-style-type: none"> <li>• <u>Adding / updating basic information</u></li> <li>• <u>Committees should review material</u></li> </ul> <p>Send email to Sara <a href="mailto:communications@roberthsmithpag.ca">communications@roberthsmithpag.ca</a> to request adding content to website</p> <ul style="list-style-type: none"> <li>• <u>Broader communication to parents will take place once update</u></li> </ul> <p>Discussion around Bambora</p> <ul style="list-style-type: none"> <li>• <u>Bambora payment system can be used for other fundraisers</u></li> <li>• <u>Switch from Paypal to Bambora</u> <ul style="list-style-type: none"> <li>• <u>Bambora goes directly into our account</u></li> <li>• <u>slightly higher charge than paypal as no registered charity discount</u></li> </ul> </li> <li>• <u>More efficient than cash / cheque</u></li> </ul> <p>Important to use PAG email when signing up for systems online or communication outside</p>	<p><i>Report Provided</i></p>
<p>Fun Lunch – Randi Keefe</p>	<p>Review of First Fun lunch was held Friday November 1<sup>st</sup></p> <ul style="list-style-type: none"> <li>• <u>Event went very well and was highly successful</u></li> <li>• <u>Review of some key stats</u> <ul style="list-style-type: none"> <li>• <u>48 Volunteers</u></li> <li>• <u>313 sandwiches</u></li> <li>• <u>Additional stats within the report</u></li> </ul> </li> <li>• <u>Next lunch – Friday Dec 6<sup>th</sup> (Pizza / pasta / Donuts)</u></li> </ul> <p>Discussion around alternative lunch options</p> <ul style="list-style-type: none"> <li>• <u>Healthy food option for fun-lunches / additional hot lunch (Food for thought)</u></li> <li>• <u>Key Challenge volunteer pressure</u></li> </ul>	<p><i>Report Provided</i></p>

<p>Family Dance – Tiffany Yachyshen</p>	<p>Review of Halloween / Family Dance held on October 25<sup>th</sup> Key takeaways / discussion areas:</p> <ul style="list-style-type: none"> <li>• <u>Discussion around fee rates (per person / family)</u></li> <li>• <u>Break-even event (financials in report)</u></li> <li>• <u>Discussion around volunteer support</u> <ul style="list-style-type: none"> <li>• <u>Limited for set up (no specific volunteers for take down)</u></li> <li>• <u>Utilize grade 5/6 students for next year?</u></li> <li>• <u>More advanced call for volunteers</u></li> <li>• <u>Co-ordinate with volunteer coordinator</u></li> </ul> </li> <li>• <u>Discussion around Theme &amp; Art contest</u></li> <li>• <u>Discussion around guidelines for Budget / Expenses</u></li> <li>• <u>Discussion around timing of communication to Student families / purchase of tickets</u></li> <li>• <u>Discussion around streamlining the dance / limiting waste / less concession options</u></li> </ul> <p>Tiffany stepped down from the Dance chair position after 3 years of service</p>	<p><i>Report Provided</i></p>
<p><i>Intermission</i></p>		
<p>Staff Appreciation – Kristy LeBaron</p>	<p>Open Discussion around Staff Appreciation</p> <ul style="list-style-type: none"> <li>• <u>Discussion around being more proactive about budgeting for events throughout the year (retirements, administration day etc).</u></li> <li>• <u>Encompass more than just lunch</u></li> </ul> <p>Discussion around what types of events the PAG recognizes</p> <ul style="list-style-type: none"> <li>• <u>Retirements</u></li> <li>• <u>Grade 5/6 Camp / Grade 5/6 Musical</u></li> <li>• <u>Administration day</u></li> <li>• <u>Staff Recognition Lunch</u></li> </ul> <p>Mme. Powell Noted</p> <ul style="list-style-type: none"> <li>• <u>Teachers do get recognition for extra hours (over 50hrs)</u></li> </ul> <p>100<sup>th</sup> Anniversary – PAG Can support but not through Staff Appreciation Budget to be put together for years events that require staff appreciation Discussion around potential dates for staff lunch</p> <ul style="list-style-type: none"> <li>• <u>Staff flexible to have lunch on a date other than Friday</u></li> <li>• <u>Potential Date of Jan 28<sup>th</sup> Forward into February</u></li> </ul>	<p>Action: List of events for support &amp; budget to be drafted (~\$800/year) – Kristy with support from Stacy</p>

<p>South District Advisory – Saul Hillel Benjamin</p>	<p>First South District Advisory Committee meeting held on November 7<sup>th</sup></p> <ul style="list-style-type: none"> <li>• <u>26 people attended (RHS representatives - Saul &amp; Mme. Powell)</u></li> <li>• <u>Review of background of SDA and purpose of the committee</u></li> <li>• <u>Review and Discussion around Key issues and Topics</u></li> <li>• <u>Discussion around MAPC</u></li> <li>• <u>Key focus – How engage those that make decisions / How engage more parents</u></li> </ul> <p>Next SDA meeting February 11<sup>th</sup> at Ecole LaVerendrye</p>	<p><i>Report Provided</i></p>
<p>Fundraising – Lyndsay Cooper</p>	<p>Review of Selected Fundraisers and estimated Revenue</p> <ul style="list-style-type: none"> <li>• <u>Peak of the Market profit - \$2,302</u></li> </ul> <p>Wine Raffle Status &amp; Discussion (<i>Current fundraiser</i>)</p> <ul style="list-style-type: none"> <li>• <u>Application submitted</u></li> <li>• <u>Revised Deadline for wine bottle submission</u></li> <li>• <u>Committee will offer Drop off &amp; Pick up option</u></li> <li>• <u>Target 60 bottles (only received 8 to date)</u></li> <li>• <u>Letters out in backpacks as a reminder</u></li> <li>• <u>Ticket Sales – Dec 2<sup>nd</sup> – Dec 15<sup>th</sup></u></li> <li>• <u>Draw Dec 16<sup>th</sup></u></li> <li>• <u>Only expense purchasing tickets - \$150 (<i>assuming receive 60 bottles</i>)</u></li> </ul> <p>Discussion around next fundraising activities</p>	<p><i>Report Provided</i></p>
<p>Environment – Tanis Knowles Yarnell</p>	<p>Status Update</p> <p>Phase 3 of Schoolyard enhancements did not go in this fall due to weather related challenges</p> <ul style="list-style-type: none"> <li>• <u>\$ transferred to school division</u></li> <li>• <u>Will occur in the Spring (May)</u></li> </ul> <p>Discussion around other areas the Environmental Committee can impact</p>	
<p><i>Meeting Adjourned at 8:33</i></p>		