

École St. Germain Parent Advisory Council Meeting

Annual General Meeting 2013

Wednesday, June 5, 7:00 pm, ESG Library

Minutes

Attending: M. Peloquin, Mme Haworth, Cindy Baerr, Cindy Bennett, Melonie Cleutinx, Lorelei Douglas, Alison Huppe, Tracy Igonia, Janice Morissette, Audra Peters, Mare Richardson, Meaghen Shangreaux, Jan Thiessen, Denise Pope, Aime Panteluk, Susanne Dandenault,

Regrets: Valerie Allard, Sharon Coughlan, Nicole Hohner, Inga Sif Kristjansdottir, Michelle Lagadi, Jaquelin Martinez, Nicole Medland, Bev Padeanu, Heike Sobkow, Suzanne Suzio

1. **Call to Order** - 7:02 pm
2. **Approval of the Agenda** - Motioned by Alison, seconded by Tracey. PASSED.
3. **Approval of May minutes** - Motioned by Audra, seconded by Alison. PASSED
4. **Welcome New Members and Guests** - no new members or guests
5. **Treasurer's Month-End Report (May)** – See Appendix A
6. **Administrator's Report** –
 - New Vice Principal: Alain Nault - .75% Vice Principal, .25% at the Board Office – he will be leading the consultation process of enrollment challenges in South St. Vital Schools and the need for a plan for the years to come.
 - Volunteer Appreciation Tea – will be held June 11th from 1:30 until 3:00 pm.
 - Mini-U – 86 leadership students will be participating (patrols and the lunch monitors).
 - Motion by Cindy Bennett, seconded by Audra for another \$116.00 to support this trip.
 - Year End Assembly will be held on June 28th at 10:00 a.m..
 - Grade 8 Farewell – There are 54 students leaving. It will be held on June 25th.
 - New water fountain is installed, and students are enjoying it and using it regularly.
 - On June 17th students will be leaving on the Quebec Trip – 49/54 students are participating. Teachers that will be participating are M. Paille, Mme Savard, Mme Azevedo, M. Sorin, and Mme Alderson and M. Peloquin will be attending.
 - Quebec 2014 is a go! Forty four grade 7 students have registered.
 - The freezie sale was a hit! The grade 8 students made \$300.00 towards their Farewell .
 - The Highbury Shops “Field trip” will be on Friday morning. Students will have a tour and meet all the teachers.

- Gisele Laurin will be leaving at the end of this year. She will be going to Ecole Van Bellegham. Jan made a motion to spend up to \$25.00 for a going away gift for Gisele. Seconded by Lorelei. PASSED.

7. Unfinished Business:

- **Gr. 6 Shops field trip to Highbury** - The Highbury Shops "Field trip" will be on Friday morning. Students will have a tour and meet all the teachers.
- **Hot Lunch co-ordinator** - Lorraine Roy will be the new volunteer for the Hot Lunch program
- **\$300 spent to purchase recess equipment:** email motion was sent on May 17, 2013 to 21 PAC members (not including Jan Thiessen or Cindy Baerr). There were 21 'yes' email votes received, 0 'no' votes were received. Therefore, \$300 was spent to purchase recess equipment. Students enjoyed all the new equipment which included soccer balls, ribbons, basketballs, skipping ropes and hackie sacks

8. Year End Reports:

- **Treasurer's Year-End Report (Alison)** – reviewed year end report
- **Yearly financial Review** - Yearly Financial Review was performed by Melonie Cleutinx, Tracy Igonia and Alison Huppe. Everything went well. There were a couple of receipts missing, but they were found and added.
- **Annual Committee Reports:**
 - **Education** – nothing to report at this time.
 - **Environment** – Cindy and Bev looking into getting mulch. They are hopeful that it will happen this week.
 - **Fundraising** - We had a great year!
 - Peak of the Market (September/October) – \$2,790
 - QSP Magazine campaign (October/November) – \$2,040
 - Show & Save coupon book (September) – \$2,100
 - Sobeys gift cards (April) – \$2,682.50
 - Donations in lieu of participating in fundraising initiatives – \$860
 - Fall BBQ – although not a 'fundraiser' it does raise money for PAC – \$1,780

For a total of \$12,252.50.

The 2013/2014 Fundraising Schedule:

- September 2013 - Fall BBQ, Peak of the Market & QSP
- Mid February 2014 – Show & Save (March book)
- April 2014 – Sobeys Gift Cards

In September, Tracy will compose and send out a fundraising letter to the ESG families outlining the 2013/2014 fundraising initiatives. The priorities will be technology and perhaps updating of the play structures. Conversations were had about the Skip Grant for 2013-2014. Perhaps the \$2500.00 which could be used towards playground?

Donations in lieu of participating in fundraisers will be offered again next year.

- **Chairperson's Year-End Report (Cindy/Jan)** – Was a great year.

9. Elections & Transfer to new Executive:

Election of Executive / Coordinators for 2013-14 :

Chair, Vice-Chair, Treasurer, Secretary, Volunteer coordinator, French Cultural Coordinator for 2013-14.

➤ **Election of Executive/Coordinators for 2013-2014**

- Chair - Any nominations/volunteers? Hearing none, seeing none, Cindy Baerr/Jan will continue to co-chair for the 2013-2014 school year.
- Vice-chair – Any nominations/volunteers? Susanne volunteered. Janice voted Susanne in, Melonie seconded it. Susanne will stand as vice-chair for the 2013-2014 school year. PASSED
- Treasurer – Any nominations? Hearing none, seeing none, Alison will stand as treasurer for the 2013/2014 year.
- Secretary - Any nominations? Hearing none, seeing none, Lorelee and Meaghen will stand as co-secretaries for the 2013-2014 school year.
- Volunteer co-ordinator – any nominations? Hearing none, seeing none, Melonie will stand as the volunteer co-ordinator the 2013-2014 school year.
- French Cultural Coordinator for 2013-2014 – at this time there were no nominations or volunteers. So as of now, there will not be a French Cultural Coordinator next year.

10. New Business:

- **Vote for new year-end (April 30, 2014)** – motioned by Melonie, seconded by Janice. PASSED
- **Vote in 2 yearly financial review members for May 2014** -Melonie and Cindy Bennett volunteered – Motioned by Lorelei, seconded by Cindy Baerr. PASSED
- **Annual Financial commitments for 2013-2014** – Motioned by Susanne, seconded by Melonie. PASSED
- **Vote in AD Hoc committees 2013 – 2014:** Fall BBQ, Book Fair, and Staff Appreciation were voted in as AD Hoc committees - Motion by Tracy, seconded by Melonie. PASSED
- **Circulate committee sign-up sheet** – sheet was passed around, members encouraged to sign up
- **Vote in any other goals or commitments for 2013 – 2014** – not completed at this time. More discussion to be had and first meeting in September

- **Plan September 2014 PAC Open House** – Open House will be on September 11th at 6:30. Susanne and Denise volunteered to be in charge of planning and organising this Open House.
- **Fall BBQ update** –September 19th will be the date of the BBQ (5-7 p.m.). A sign-up sheet was sent around. See Cindy if you are interested in helping with this committee.
- **Correspondence and Other Business** – none at this time

Adjourned at 8:15 pm - Next Meeting - September 11, 2013

Ecole St. Germain Parent Advisory Council
June 2013 Financial Statement

Account Balance at June 1, 2013		\$13 777,94
Credits:	Interest	\$0,56
	Total Credits	\$0,56
Debits:	#121 Babysitting-PAC	-\$20,00
	#122 PAC supplies	-\$9,06
	#123 Gift for Henri Peloquin	-\$20,00
	#124 BBQ	-\$40,32
	#125 Water Fountain	-\$1 500,00
	#126 Student Leadership-U of M	-\$828,70
	#127 Patrols-May	-\$60,00
	#128 Grade 8 Farewell Dinner 2012/13	-\$810,00
	Total Debits	<u>-\$3 288,08</u>
Account Balance at June 30, 2013		\$10 490,42
Plus Future Income	Total Future Income	\$0,00
Less Future Commitments:		
	Greening Project	-\$462,24
	Shrubs	-\$257,38
	CJS Scholarship 2012/2013	-\$500,00
	CJS Scholarship 2013/2014	-\$500,00
	Student Leadership (patrols, etc.)	-\$1 040,00
	Babysitting for PAC meetings	-\$160,00
	Staff Appreciation Week	-\$400,00
	Grade 8 Farewell Dinner (\$15/student)	-\$810,00
	PAC costs	-\$240,94
	BBQ 2013/2014	-\$259,68
	#129 Greening Project-soil and flowers	-\$25,54
	#130 Greening Project (\$5.05)/BBQ (\$25.76)	-\$30,81
	#131 Gift for Gisele (secretary)	-\$21,65
	Total Debits	<u>-\$4 708,24</u>
Total Funds Available		\$5 782,18