

St. Luke Parent Association Minutes	
Date:	October 19, 2020
Attendance:	Erin Crawley, Paula Rumley, Heather Cherniak, Brenda Watmough, Cathy Hinger, Shannon Blyth, Meghan Ferguson, Melissa Langer-Orr, Kyla Norris, Fiona Nyuli, Melissa Damur, Carrie Knysh
Guests:	Michelle Szott (EICS Trustee), Andrea Kroeker (Staff Representative)
General Business	
Start Time:	7:58 p.m.
Approval of Agenda:	Erin Crawley
Discussion Items	
2019-2020 Review <i>(Erin Crawley)</i>	<p>As a person, I believe in honesty. As the Chair of the School Council and Parent Association I am doubly aware of the importance of full transparency. As such, it is my job to disclose the following bookkeeping errors for Parent Association funds over the 2019-2020 school year:</p> <ul style="list-style-type: none"> • Several cheques written in September 2019 for tables at Christmas in the Country (totalling \$375.00), were found stale-dated in an envelope with some of the treasurer materials that were passed on. We have been able to recover \$125.00 of these funds as they were from a family within our school community. • It was also realized in organizing these materials that the 2019-2020 Annual Return had not been completed or filed with the Corporate Registry. This paperwork is what allows the Association to function as a non-profit society. Melissa Langer-Orr is currently working on filing this paperwork through official channels and inquiring if this has affected our status. • When we met with ATB to changeover signership of the Association bank account, we became aware that a cheque written for the incorrect amount of \$2,078.00 to St. Luke to clear our end of the year invoice was missing. As we could not have a cheque of this size unaccounted for, it was necessary to issue a stop payment which came at a cost of \$15.00. Please note that the cheque was written in error, as the invoice amount from the school had been corrected. A new cheque was issued and cashed by the school. • We were also made aware by two of the students who babysit for us during our meetings that they were not paid for their services at our last in-person meeting in February 2020. As the slip of paper and original envelope for babysitting funds were not submitted with the other treasurer materials, we are not able to verify if the funds were removed from the envelope. We have made the decision to pay each of these students the \$25.00 owed to them, for a total of \$50.00. Please note that the babysitting funds have been remitted to the treasurer. • Most recently, it was brought to our attention that the winner of the Open House school fees draw was written a cheque directly. This

	<p>amount was also paid to the school as is protocol with the year end invoice. We are currently working with the school and the individual to recover these funds.</p> <ul style="list-style-type: none"> • These situations do not come without lessons learned. From this point on, a bi-yearly update from the treasurer will be required (one in January and one in June). It is also now a requirement that all in-person and text conversations regarding changes to funds being issued should be followed up with an email verification. More check-ins and follow-ups will be required by the Chair. • I would like to extend my great appreciation and thanks to Melissa Orr-Langer, Fiona Nyuli, Erin Huculak, and Paula Rumley for their work in helping to correct these missteps.
<p>Treasurer’s Report <i>(Melissa Langer-Orr)</i></p>	<p>2018-2019 Financial Statement:</p> <ul style="list-style-type: none"> • The only thing that was not completed was the audit. It has since been audited by Fiona and I. • Vote called for 2018-2019 financial statement to be approved as presented. APPROVED. <p>2019-2020 Financial Statement:</p> <ul style="list-style-type: none"> • Ledgers had not been completed but are now complete. • Vote called for 2019-2020 financial statement to be approved as presented. APPROVED. • Auditors to be Fiona Nyuli and Kim Herman
<p>New Business</p>	
<p>Bottle Drive <i>(Melissa Damur & Erin Crawley)</i></p>	<ul style="list-style-type: none"> • We will choose a date where parents can come to the school and drop off bottles. • Melissa will schedule a pick-up by the Bottle Depot for the next day. • Fundraising committee will work on choosing a date.
<p>Fundraising Committee <i>(Heather Cherniak)</i></p>	<ul style="list-style-type: none"> • Mixing Spoon fundraiser will be happening before Christmas. Once Munch A Lunch is up and running, we will start taking orders (hopefully by the end of this week) and give families two weeks to get orders submitted. We are hoping to have the products at the school by the end of November. • We are also looking into Growing Smiles. They will deliver us Christmas greenhouse products (not just the typical poinsettias but also outside Christmas greenery, Christmas wreaths, indoor tropical Christmas planters etc.). We will get to set our own prices. We are still waiting for package pricing and once we see that we will decide whether or not it will be feasible to do. • Other ideas for the new year: <ul style="list-style-type: none"> - Online 50/50 - Purdy’s Chocolates - Spirit Wear (toques, hoodies etc.) - Pizza Kits from Little Caesars - Mables Labels or Lovable Labels - Chapters/Indigo

	<ul style="list-style-type: none"> - Bear Tracks Ice Melt - Sustainable containers for lunches - Easter Cards (made by students) - Painted Ukrainian Easter Eggs - Save On Foods – Erin to confirm if we are still part of the program and if we can sign back up and if they will take the receipts we have from last year - Brainstorm a way to partner up with Scotiabank again: <ul style="list-style-type: none"> ▪ Have a Live Nativity outside with caroling and hot chocolate (socially distanced and weather permitting) and the chance to win a comfortable seat to watch. ▪ Or we do something like a Spring Concert and bring in hay bales or chairs for comfortable front row seating to auction off. - We still have a laptop we could auction off (donated by the Evans Family) <ul style="list-style-type: none"> • We are looking for more Fundraising Committee volunteers.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Adjournment	
--------------------	--

Next Meeting:	Monday, November 30, 2020 following the School Council Meeting
----------------------	----------------------------------------------------------------

Adjournment:	Adjourned by Erin Crawley @ 8:35 p.m
---------------------	--------------------------------------