

# SPG MEETING MINUTES



## MEETING INFORMATION

**Date and Time:** Tuesday, January 18, 2022; 7:01 to 8:21 p.m.

**Location:** Zoom Videoconference

**Attendees:** Cheryl B., Kylie B., Inesa F., Melaina H., Erin H., Ying H., Robin K., Noel L., Heather M., Meghan N., Penny N., Jennifer S. and Karma W.

### 1.0 Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the January 18, 2022 meeting to order at 7:01 p.m.

#### 1.1. Introductions

Members provided introductions.

#### 1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

#### 1.3. December 9, 2021 SPG Meeting Minutes

Cheryl B. motioned that the December 9, 2021 minutes be approved as presented. The motion was seconded by Kylie B. and approved unanimously.

### 2.0 Business Arising

#### 2.1. Action Item Review

Members reviewed the status of outstanding action items. Meghan N. provided an overview of the 2021 Teacher Gifts program, commenting that it was a success. Members agreed a 2021 Purdys fundraiser debrief will occur at the February 15, 2022 Selkirk Parent Group meeting and will include a discussion about the cessation of Purdys' complimentary box program. Cheryl B. shared information about the new Post-Event Assessment Form and asked that Meghan N. and Karma W. each complete a form to help inform future fundraisers and events.

**ACTION: Melaina H. to send Meghan N. and Karma W. a copy of the Post-Event Assessment Form.**

**ACTION: Meghan N. and Karma W. to each complete a Post-Event Assessment Form (Meghan N. for the 2021 Teacher Gifts program and Karma W. for the Purdys fundraiser).**

**ACTION: Melaina H. to add “2021 Purdys Fundraiser Debrief” to the February 15, 2022 Selkirk Parent Group meeting agenda.**

## **2.2. 2021 Community Education Night Debrief**

Kylie B. said she received positive feedback from the 2021 Community Education Night and confirmed that she did not experience any issues when coordinating the event. Members discussed possible topics for the next Community Education Night, agreeing a session on social and emotional development (potentially focused on younger children) would be valuable. Jennifer S. and Noel L. referenced possible resources and speakers, including other school districts and representatives from the Second Step program. Members discussed ways to share post-event education materials, such as in the newsletter, in the weeklies and on the website. Kylie B. confirmed she will draft a Mothers Against Racism update for the February 2022 school newsletter, working with Cheryl B. if the content will form a part of the overall Selkirk Parent Group update.

**ACTION: Kylie B. to start planning for the next Community Education Night, potentially on the topic of social and emotional development and focused on younger children.**

**ACTION: Kylie B. to draft a Mothers Against Racism update for the February 2022 school newsletter, working with Cheryl B. if the content will form a part of the overall Selkirk Parent Group update.**

## **3.0 New Business**

### **3.1. Chair Report**

Cheryl B. provided a report.

#### **3.1.1. SPG Core Responsibilities & Guidelines**

Cheryl B. reported that the Parent Group Guidelines are being updated and a draft copy will, once ready, be circulated to the group for feedback.

**ACTION: Cheryl B. to, once ready, share a copy of the updated Parent Group Guidelines with members for feedback.**

#### **3.1.2. Upcoming Fundraisers & COVID-19 Impact Mitigation**

Penny N. shared an update on planned 2022 fundraisers, including Purdys (March), Art Cards (March/April) and Spiritwear (March). Members discussed Spiritwear plans, agreeing the design should appeal to older students (potentially using the school logo or an “I Heart Selkirk” as the design) and that Liz D. may want to consult with students from the upper classes for feedback. Members agreed a variety of colours should be offered to purchasers. Members discussed possible social events, such as a night at The Farmer’s Daughter (when health restrictions ease), virtual bingo or virtual winetasting. Meghan N. suggested including some of the ideas in the school newsletter, asking for parent feedback and leads.

**ACTION: Cheryl B. to, in the next school newsletter update, include some of the discussed social event ideas and ask for parent feedback and leads.**

### **3.2. Vice Chair Report**

Kylie B. provided a report earlier in the meeting.

### **3.2.1. 2022 Community Education Night Plans**

Members agreed this agenda item was sufficiently discussed earlier in the meeting.

### **3.3. Academic & Administrative Report**

Erin H. provided a report, confirming the return of students after winter break was very positive. Erin H. shared information about the upcoming school musical, the January 18, 2022 question-and-answer session with parents regarding COVID-19 and the re-registration process and timelines.

### **3.4. Treasurer's Report**

Ying H. confirmed she has now fully taken over as Treasurer and members thanked Inesa F. for her service. Members discussed what level of reporting the Treasurer should provide at each meeting, agreeing an overview of the funds, fundraising performance, overall bank account health and any new related information would be well-received. Jennifer S. said she will share with Ying H. a financial reporting template that was previously used and Melaina H. confirmed she will reach out to Ying H. in advance of meetings to include a one-page financial update in the meeting materials.

**ACTION: Jennifer S. to share a financial reporting template with Ying H.**

**ACTION: Melaina H. to reach out to Ying H. in advance of the February 15, 2022 meeting to request a one-page financial update to include in the meeting materials.**

Members discussed ways to increase meeting participation, and Cheryl B. confirmed she will work with the Secretary to send out more frequent meeting reminders and will ask the school administration to send out a school-wide reminder of the meetings on the Monday prior.

**ACTION: Melaina H. and Cheryl B. to ask the school administration to send out a school-wide reminder of the meetings on the Monday prior.**

### **3.5. Fundraising Coordinator's Report**

Members agreed this agenda item was sufficiently discussed earlier in the meeting.

## **4.0 Adjournment**

### **4.1. Next Meeting**

Cheryl B. reported that the next meeting will be held on February 15, 2022 at 7 p.m. by Zoom videoconference. The meeting was adjourned at 8:21 p.m.