

SPG MEETING MINUTES



MEETING INFORMATION

Date and Time: Tuesday, March 15, 2022; 7:02 to 8:23 p.m.

Location: Zoom Videoconference

Attendees: Cheryl B., Kylie B., Melaina H., Ying H., Robin K., Penny N., Shanna P., Jennifer S., Shelly P., Echo M., Katherine H. and Tanya.

1.0 Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the March 15, 2022 meeting to order at 7:02 p.m.

1.1. Introductions

Members provided introductions.

1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

1.3. February 15, 2022 SPG Meeting Minutes

Kylie B. motioned that the February 15, 2022 minutes be approved as presented. The motion was seconded by Robin K. and approved unanimously.

2.0 Business Arising

2.1. Action Item Review

Members reviewed the status of outstanding action items.

2.1.1. Guideline Review Update

Jennifer S. provided an update on work being done to update the Selkirk Parent Group's Guidelines, confirming the subcommittee has now met twice. Jennifer S. estimated the draft Guidelines will be available for an initial review by the end of April 2022.

2.1.2. 2022 Auction Update

Cheryl B. confirmed that an auction is being planned for the 2022 - 2023 school year. Members discussed prior auction themes; committee composition; responsibilities of the co-leads; estimated time commitment; potential timing; budget; and fundraising objectives. Robin K. and Shanna P. indicated interest in supporting

the initiative as committee members, but likely not as leads. Erin H. asked any member interested in supporting the auction to contact Penny B.

2.1.3. Stale-Dated Cheque Update

Ying H. reported that all stale cheques have now been reviewed. Ying H. confirmed that cheques older than three years will be written off and that the remaining cheques are largely related to hot lunch refunds that were provided at the onset of the pandemic. For the hot lunch refund cheques, Ying H. proposed that she contact payees to request permission to apply owed amounts as MunchaLunch credits. Cheryl B. confirmed that MunchaLunch credits are typically used by year-end and that a benefit of doing this would be to clear the liability from the financial statements. Members indicated support for Ying H.'s proposal.

ACTION: Ying H. to proceed with her planned approach for stale-dated cheques (approaching payees and asking permission to apply owed amounts as MunchaLunch credits).

2.1.4. Discretionary Fund Reminder

Ying H. said that, with help from administration, a list of remaining discretionary/special request funds has been posted in the school's staffroom.

3.0 New Business

3.1. Chair Report

Cheryl B. provided a report.

3.1.1. SPG Marketing Brainstorm

Cheryl B. reported that there is low awareness of the Selkirk Parent Group amongst guardians and asked members to brainstorm ways to rethink marketing and reconnect with the guardian community, particularly new families. Members discussed prior marketing efforts, including posting information and volunteer opportunities on the school bulletin board and in family folders and sharing information on the school's website. Members considered creating new marketing items, such as a brochure and event banner, and talked about associated budget constraints. Members discussed the need to remind guardians of required volunteer hours; succession issues for longstanding members; and the value of sharing data-driven information with families at year-start. Cheryl B. confirmed that this is an ongoing conversation, and asked members to continue their independent thinking until the next meeting.

ACTION: Melaina H. to add "SPG Marketing Brainstorm" to the April 19, 2022 meeting agenda.

3.1.2. In-Person Events

Cheryl B. provided information about the year-end Freezies on the Green event, confirming a lead is required. Jennifer S. said the event is fun and fairly easy, estimating it to be about a three-hour commitment. Kylie B. offered the use of her freezer. Members discussed the Spaghetti Social event, with Jennifer S. saying the commitment for the event lead is about 15 hours and that she has a lot of historical costing and coordination information to share with a successor or committee. Cheryl B. asked Melaina H. to add "In-Person Events" to the next meeting agenda and for anyone interested in leading the Spaghetti Social to reach out directly.

ACTION: Melaina H. to add "In-Person Events" to the April 19, 2022 meeting agenda.

3.2. Vice Chair Report

Kylie B. provided a report.

3.2.1. Community Education Night Debrief

Kylie B. said a recording of the Community Education Night will be posted and shared with guardians of the school for a limited time. Kylie B. confirmed she will complete post-assessment forms for the 2021 and 2022 Community Education Nights. Members discussed the virtual format of meetings, agreeing a paid Zoom account would not be acquired at this time as, hopefully, meetings will soon return to an in-person format.

ACTION: Kylie B. to post, and share out with guardians for a limited time, the 2022 Community Education Night recording.

ACTION: Kylie B. to complete post-assessment forms for the 2021 and 2022 Community Education Nights.

3.3. Treasurer's Report

Ying H. provided a report, summarizing 2021/2022 fundraising results and expenses. Erin H. commented that sometimes there is a delay in teachers submitting receipts for classroom discretionary fund expenses and that she will provide a reminder. Ying H. confirmed that the presented revenue does not include future/current fundraisers, including Purdys (2022), hot lunch (term three and planned pizza days), Art Cards or Spiritwear.

3.4. Fundraising Coordinator's Report

Penny N. provided a report.

3.4.1. 2022 Purdys Debrief

Penny provided a status update on the 2022 Purdys fundraiser, confirming the event raised about \$900.

3.4.2. 2022 Art Cards & Spiritwear Update

Penny N. provided an update on the 2022 Art Cards and Spiritwear projects. Penny N. reported that Art Card supplies are now at the school, with an estimated bring-home date of April 14, 2022. Penny N. said that Liz D. is updating the Spiritwear store with t-shirts and is aiming towards an early June 2022 delivery date.

3.5. Academic & Administrative Report

Erin H. provided a report, confirming that current academic and administrative priorities are COVID-19 health order changes, in-person event planning and immersion week.

4.0 Adjourment

4.1. Next Meeting

Cheryl B. reported that the next meeting will be held on April 19, 2022 at 7 p.m. by Zoom videoconference. The meeting was adjourned at 8:23 p.m.