

SPG MEETING MINUTES



MEETING INFORMATION

Date and Time: Tuesday, October 12, 2021; 7 to 8:10 p.m.

Location: Zoom Videoconference

Attendees: Cheryl B., Kylie B., Meghan N., Penny N., Shanna P., Inesa F., Melaina H., Amanda M., Malia A., Nicole C., Shelly P., Jessie A., Ying H.

1.0 Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the October 12, 2021 meeting to order at 7 p.m.

1.1. Introductions

Members provided introductions. Cheryl B. confirmed she has assumed the role of Chair; Kylie B. said she will take on the Vice Chair position; and Inesa F. reported that Ying H. will adopt the role of Treasurer.

1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

1.3. May 18, 2021 SPG Meeting Minutes

Meghan N. motioned that the May 18, 2021 minutes be approved as presented. The motion was seconded by Inesa F. and approved unanimously.

1.4. September 14, 2021 SPG Meeting Minutes

Meghan N. motioned that the September 14, 2021 minutes be approved as presented. The motion was seconded by Penny N. and approved unanimously.

2.0 Business Arising from Previous Meetings

2.1. Meeting Dates

Cheryl B. proposed that meeting dates be set in advance. Meghan N. provided historical information on the setting of meeting dates and encouraged the Group to ensure recurring meetings do not fall on religious holidays. Kylie B. voiced support for scheduling meetings in advance, and Cheryl B. said subsequent meetings would be, on a trial basis, planned for the third Tuesday of each month. Members discussed meeting times, agreeing the 7 to 8 p.m. would likely work while meetings continue to be held via videoconference, but that in-person meetings may need to be moved to a 6 p.m. start time. Cheryl B. confirmed that she will remain receptive to changing the meeting schedule or dates as

needed. Meghan N. said that, in prior years, the Group sometimes did not meet in December or March due to school holidays.

ACTION: Melaina H. to schedule the next Selkirk Parent Group meeting for Tuesday, November 16, 2021 at 7 p.m.

3.0 New Business

3.1. Chair Report

Cheryl B. provided a report and thanked everyone for attending the meeting and supporting the Group.

3.1.1. Positions Filled & Vice Chair Recruitment

Cheryl B. confirmed the positions filled. Members reviewed vacant positions and talked about prior plans to develop a website and the process to update the Selkirk Parent Group information on the Selkirk Montessori website. Shanna P. said she would be happy to volunteer in a support role and Meghan N. commented that the freezie initiative is often supported by preschool-kindergarten parents. Shelly P. reported that the new program for the hot lunch fundraiser is much more user-friendly and it will be easier to print labels and complete classroom distribution.

3.2. Academic & Administrative Report

Cheryl B. commented that there would be no academic or administrative report, as no representatives were present at the meeting.

3.3. Treasurer's Report

Inesa F. provided a report and Ying H. introduced herself to the Group.

3.3.1. 2021 - 2022 Budget Approval

Inesa F. provided an overview of the budget and commented that the 2021 gaming grant has not yet been received. Members discussed classroom discretionary funds, the support fund and the operating fund, including components for the "office thank you" and "treasurer supplies" line items. Meghan N. provided members with information about the support fund, confirming she will forward information to Cheryl B. regarding the lack of support fund spending for several years and for follow-up with administrative staff.

ACTION: Cheryl B. to, based on information forwarded by Meghan N., follow up with administrative staff regarding the lack of support fund spending.

Inesa F. asked if teachers may proceed with purchasing goods and services for approved special requests, or if spending should be paused until the gaming grant is received. Members reviewed available funds and holdbacks, agreeing there was ample room in the budget for these expenses even in the event a gaming grant was not provided to the Group in 2021. Members voiced support for teachers to proceed with their approved special request purchases.

ACTION: Inesa F. to communicate with teachers that they may proceed with approved special fund purchasing.

Meghan N. commented that this year's budgeted cushion is larger than in prior years, enabling the Group to fund 2022 - 2023 special requests even in the instance of low 2021 - 2022 fundraising results (due to the

COVID-19 pandemic). Meghan N. said that, if approved by the Group, the budget would be presented for formal approval at the school's AGM in November 2021.

Meghan N. motioned that the 2021 - 2022 Budget be approved as presented. The motion was seconded by Nicole C. and approved unanimously.

3.4. Fundraising Coordinator's Report

Penny N. thanked members for stepping up and supporting the Group. Penny N. described a fundraising idea that would involve a virtual, sommelier-led wine and cheese tasting. Members discussed logistics, including that this would likely be positioned as a community-building, not fundraising, event; that there are associated legalities with the sales of alcoholic beverages; that the event might benefit from a trivia or interactive component; and that there is a desire to recover costs. Members voiced support for the idea, and Cheryl B. asked Penny N. and Shelly P. to share more detailed information to the executive team prior to the next meeting. Nicole C. and Shanna P. suggested a scavenger hunt as a future activity, and Shanna P. and Amanda M. offered support in coordinating the wine and cheese event. Meghan N. said that "Angel & Teacher Gifts" should be added to the November 16, 2021 meeting agenda for discussion and decision making.

ACTION: Penny N. and Shelly P. to provide detailed information about the proposed wine and cheese tasting event to members of the executive, including costing and proposed dates.

ACTION: Melaina H. to add "Angel & Teacher Gifts" to the November 16, 2021 Selkirk Parent Group meeting agenda.

3.4.1. Upcoming Fundraisers

Members reviewed the events calendar.

3.5. Halloween & Community Ideas

Members discussed Halloween and community ideas, including ideas for displaying pumpkins on Jackladder Lane and providing Timbits to each classroom. Cheryl B. confirmed she will discuss Halloween ideas with Erin H.

ACTION: Cheryl B. to discuss potential Halloween ideas with Erin H.

4.0 Adjournment

4.1. Next Meeting

Cheryl B. confirmed the next Selkirk Parent Group meeting will be on Tuesday, November 16, 2021 at 7 p.m. and by Zoom videoconference. Kylie B. said she has a Zoom account and can coordinate links for future meetings.

ACTION: Meghan N. to share a Zoom link for the November 16, 2021 meeting with Melaina H., for distribution to the wider Group.

The meeting was adjourned at 8:10 p.m.