

# SPG Meeting Minutes

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## MEETING INFORMATION

**Date and Time:** Wednesday, November 20, 2024 @ 6:00 pm

**Location:** Selkirk Montessori School, Kingfisher Room

**Attendees:** Cheryl B, Asal T, Estelle K, Angela H, Erik M, Kailie W, Karen K, Shelly P, Susan E, Jenn C, Noel L, Erin H, Meghan N

### 1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the November 20, 2024 meeting to order at **6:02 pm**.

#### 1.1. Introductions 6:02 pm

- Members provided introductions.

#### 1.2. Review and Adopt Agenda 6:05 pm

- Members provided agenda review.
- Website performance not attached; Erik M to send out with December and future meetings.
- A couple of typos in meeting minutes were discussed for corrections.
- Estelle K to be correctly added as West Coast Seeds fundraiser lead in the Positions Filled.

#### 1.3. Consent Agenda Approval 6:07 pm

- Motion to approve Shelly P, seconded Angela H.

### 2.0 Business Arising

#### 2.1. Action Item Review

##### 2.1.1. Class Rep Outreach 6:12 pm

- Meghan N shared that this has been sent out and class reps are working on ramping up.
- Will check back with others who aren't present to confirm as Angel Gifts are coming up.

##### 2.1.2. SPG Events + Fundraiser Calendar 6:15 pm

- Sarah B was not present for the meeting to give a full update but she did produce a calendar / handout that was given out at the Spaghetti Social.
- Erin H shared that there might be some emails getting lost due to the total volume of emails sent in November. Recommended that we may want to consider putting all fundraisers into a single email calendar to go out along with a Canva poster/flyer that can be shared.

##### 2.1.3. Halloween Bash Review 6:18 pm

- A number of SPG attended and had a great time, with many positive reviews.
- Logistics were discussed including the music volume seeming low due to how fast it filled up as well as some general flow issues in the entranceway.

#### **2.1.4. Spaghetti Social Review 6:20 pm**

- Noel L shared that the event went very well overall.
- It may shift to a more sustainable community event due to the cost and the amount of effort to get it done.
- Some ideas around this were shared and discussed.
- The group praised the volunteers as it was a heavy lift and they put in a lot of effort. Cleanup was quick.
- Leftovers went to AIDS Vancouver Island and they picked up all the food on Sunday so nothing went to waste.
- Budget-wise, the event spent more than the donations received but less than was budgeted.

### **3.0 New Business**

#### **3.1. Chair & Vice Chair's Report**

##### **3.1.1. Winter Staff Appreciation 6:32 pm**

- Cheryl B shared that it's time to get the date and e-cards sorted as this is getting close .
- Cheryl B shared that Nicole C volunteered to run the school-wide collection and is keen to take it on again this year after having done an awesome job last year. Cheryl will contact Nicole to discuss dates.
- Meghan N volunteered to do the Kudoboard again and noted the beginning of December is reasonable to get messaging out and have the boards ready.

##### **3.1.2. Angel Gifts Update 6:36 pm**

- Cheryl B has been communicating with Erin W who just needs the list of names and then this will be in motion
- Details will be over this week and messaging will start at the beginning of December.

##### **3.1.3. Fall / Winter Community Education Night 6:37 pm**

- Wednesday, December 11th from 6:00 to 7:30 pm Robin will be doing a Responsible Parenting topic in-person.

##### **3.1.4. SPG Holiday Party 6:38 pm**

- Cheryl B proposed that we have a social event this year.
- The group discussed and agreed to attach to the December SPG meeting which will be light on business and heavy on holiday cheer.

#### **3.2 Fundraising & Volunteer Coordinator's Report**

##### **3.2.1. Review Fall/Winter Fundraisers 6:41 pm**

- Nicole C wasn't present to give a full report.
- **Spirit Wear:** Angela H is putting the spirit wear online shop together using a local printer making a variety of items. It's not live yet but will be shortly with hoodies, crew necks, t-shirts, totes, caps and some items for adults.
- **Art Kits:** Cheryl B shared that with Eva's help the McTavish Academy of Art art kits fundraiser is now live.
- **West Coast Seeds:** Estelle K shared that West Coast Seeds accepted our fundraiser with the ordering period January 14 to February 4, 2025. Orders will be completed and shipped back to the school before Spring Break. 40% of the profit from the West Coast Seeds fundraiser will be paid to us in May 2025.
- **Paradise Island Cheese:** Susan E shared that the Paradise Island Cheese fundraiser is live with an order deadline of November 25th. Pickup may be as early as December 13th, date is variable. Sasha will pick up but we'll need volunteers for distribution. Cheryl B will print labels through MunchaLunch. We'll need a cheque ready for delivery day and Susan E will send the amount to Asal T.
- **Purdys Chocolatier:** Shelly P shared an update on the Purdys fundraiser. We've already exceeded the \$5,000 goal. There's a need for some sorting help on December 8th from 1-4 pm at Selkirk in the gym. We'll send out to class reps for leadership students and their parents. Adult help is needed as well.

### 3.3. Treasurer's Report 6:54 pm

#### 3.3.1 October 2024 Financial Summary

- **Fundraising:**
  - The gaming grant has arrived
  - Mabel's Labels profit is in ~\$50
  - Jan & Jul profit is in ~\$167
  - Hot Lunch is in the works, ~\$9,000 profit currently (revenue \$16,250, expenses \$6,100)
- **Expenses**
  - CDF has \$1,604 spent, \$3,895 remaining
  - SRF received \$5,386 of submissions, \$15,180 remaining
  - Community Fund has \$710 of submissions, \$3,339 in budget
  - Operating Fund has \$900 budgeted, \$837 spent which is trending slightly over
- Asal T noted that due to a cheque purchase of \$160 we may go over for operating funds. She will approach Coast Capital to try to get our e-transfer costs down.
- **Motion: To raise the 2024-2025 Operating Fund budget from \$900 to \$1,100 by reallocating unspent funds budgeted to the Welcome Back BBQ, Halloween Bash and Spaghetti Social to make up an unexpected shortfall.**
  - Motion moved by Angela H, seconded by Jenn C and passed unanimously.

#### 3.4 Academic & Administrative Report 7:10 pm

- Erin H noted that we had our external evaluation from the Ministry and it went well. A positive experience.
- Report cards are going out on Thursday November 21, with parent-teacher conferences coming up as well.
- Pacific Montessori Society AGM is Tuesday November 26. Open house is in January.
- CCFRI clarified that since Kindergarten students are enrolled, this cannot be considered daycare so no subsidy.

#### 3.5. Date and Agenda for Next Meeting 7:20 pm

- Thursday, December 12th at 6:00 pm was agreed for the next SPG meeting.
- Light on business, heavy on holiday cheer. Feel free to bring snacks, potluck-y items.
- Hosted at Erin H's house (secretary note: later changed to Meghan N house)
- RSVP to the [spg@selkirkmontessori.ca](mailto:spg@selkirkmontessori.ca) email address for directions and info.

### 4.0 Adjournment

#### 4.1. Next Meeting Date

The meeting was adjourned at 7:25 pm.