

**Penhold School**  
**Parent Advisory Council**  
Tuesday, November 14, 2023  
**Minutes**

Due to error in the nomination process for Executive in september, a Special Resolution meeting, including AGM, has been called for this evening. Nominations will take place as per bylaw regulations. The Executive voted in tonight as per due process will remain in place for the remainder of the 2023-2024 school year.

- Meeting Called to Order at 7:34 pm by Chair, Nora Holben

**Members Present:**

**Nora Holben, Chair**  
**Lori Wolfe, Parent**  
**Chris Wolfe, Parent**  
**Lisa Duke, Parent**  
**Jamie Seiyama, FCSS Worker**  
**Natasha Caissie, Vice-President**  
**Charlene Egan, Director**  
**Kim Gauthier, Director**  
**Renee Mairs, Secretary**  
**Mike Dahl, Director**  
**Holly Bilton, Board Chair**  
**Sherry Cooper, School Trustee**  
**Margo Gruenwald, Parent**  
**Jen Charles, Parent**  
**Delacey Von Busse, Parent**  
**Lindsay Nelson, Parent**  
**Chris Tait, Parent**  
**Jenna Murphy, Director**  
**Alison Blair, Director**  
**Alisha Toepfer, Parent**  
**Giselle Meyer, Vice-Principal**

- Approval of Agenda for November 14, 2023 meeting
  - Motion to approve the Agenda.**
  - Moved by: DeLacay**
  - CARRIED**
  
- Approval of the Minutes\*, as presented (OR as amended)
  - *October 10, 2023*
  - Motion to approve the Minutes.**
  - Moved by: Natasha Caissie**
  - CARRIED**

- Financial Report: Treasurer – Natasha Caissie (presenting on behalf of Elizabeth Dahl)
  - Review of the Treasurer’s Report *October 2023*
  - Donations deposited from Organic Oasis and the bake sale
  - \$2,700 coming from the school to be deposited into the General Account once approved by the CFO. Lisa to send a letter.

**Motion to give 90% of finances from fundraisers to playground and keep 10% in General Account to be used for miscellaneous items during the 2023-2024 school year**

**Moved by: Lori Wolfe**

**CARRIED**

**Motion to approve the Treasurer’s Report, as presented.**

**Moved by: Jenna Murphy**

**CARRIED**

a. Copy of Audited Annual Financial as presented by Jenna

**Motion to approve the audited annual financials as presented.**

**Moved by: Lori Wolfe**

**CARRIED**

- Executive Report:
  - Correspondence
  - 2 letters from Corporate Registries
- Fundraising Report – Fundraising Coordinator
  - Bake Sale- was a huge success – raised \$1230.70
  - Any feed back on what we could do for next time to make it even better?
    - Clarification on peanut ingredients
    - The school is peanut aware, not peanut free
    - Some classrooms have students that are allergic, but legally, the school cannot claim to be peanut free
    - Perhaps the school needs to push more communication on being a nut-aware school
    - Suggestion to bring baking through out the week to be stored at the school, not just on the one day.
    - Baking could also be frozen in the kitchen freezers?
    - Boxes to be made available for people to help carry their baked goods
- Other ideas around what can be sold at the Christmas concert etc.:
  - Christmas concert is on the 14th at Penhold Crossing
  - Parent Council is there anyway to distribute the mixing spoons fundraiser
  - Some concern over the number of fundraisers at this time of year, especially due to family finances
  - Alison Blair has offered the use of a tap machine for the bake sale at Christmas
  - Jenna Murphy has a square and if the council gets a square account we can connect it up to Jenna's machine

- Discussion around council buying it's own square machine and getting its own square account - going to try a square first
- Parents to be communicated with for baking donations
- Renee, Nora, Mandy, Kim. Margo (maybe) to do the bake sale organization
- The treasurer will apply for the square account on behalf of Parent Council pending success
- Renee to craft letter to send to businesses
- Fundraising plan to be drafted for the year
- Easier to collaborate with the other schools in town
- Need a plan and a goal

**Motion to do a Christmas cookie walk at the Christmas concert on December 14th**

**Moved by: Natasha Caissie**

**CARRIED**

**Motion to try square to have for the Christmas concert**

**Moved by: Alison Blair**

**CARRIED**

**Motion to craft letter to go to local businesses to ask for bake sale donations for the Christmas bake sale**

**Moved by: Renee Mairs**

**CARRIED**

**Motion to spend up to \$200 from the General Account on supplies, boxes and gloves for the cookie walk on December 14th.**

**Moved by: Natasha Caissie**

**CARRIED**

- Mixing Spoon update- Natasha
  - Orders are down compared to March
  - 222 jars - almost half of last year's order
  - Could be the time of year and parents dealing with a lot of fundraisers
  - Natasha sorting out the orders
  - Still successful over all
  - Natasha to connect with PAC members to pick it up/sort

**\*\*\* Moving forward, all communications will be taking place over email chain for full disclosure\*\*\***

- Elections
  - Dissolution of current Executive (motion to dissolve the current executive)

**Motion to dissolve the current executive**

**Moved by: Lisa Duke**

**CARRIED**

b. Bylaw Explanation(see attached)- Lisa Baird

c. Election of new Executive:

Nora put 1st call in for Nomination for President:

- Natasha Caissie
- 2nd call for nominations:
- Jennifer Charles
- 3rd Call for nominations
- Nora Holben

**Motion for Nominations to cease**

**Moved by: Kim Gauthier**

**CARRIED**

Jennifer voted in as President by majority vote. Congratulation Jen!

Holly Bilton put 1st call in for Nomination for Vice-President:

- Natasha Caissie
- 2nd call for nominations:
- Nora Holben
- 3rd Call for nominations
- none

Natasha voted in as Vice-President by majority vote. Congratulations Natasha!

**Motion for Nominations to cease**

**Moved by: Charlene Egan**

**CARRIED**

Holly Bilton put 1st call in for Nomination for Secretary:

- Renee Mairs
- 2nd call for nominations:
- none
- 3rd Call for nominations
- none

**Motion for Nominations to cease**

**Moved by: DeLacey von Busse**

**CARRIED**

Renee Mairs Secretary by acclamation. Congratulations Renee!

Holly Bilton put 1st call in for Nomination for Treasurer:

- Elizabeth Dahl (accepted on her behalf by her husband Mike Dahl who had written permission to act as proxy due to Elizabeth's absense)
- 2nd call for nominations:
- none

- 3rd Call for nominations
- none

**Motion for Nominations to cease**

**Moved by: Natasha Caissie**

**CARRIED**

Elizabeth Dahl Treasurer by acclamation. Congratulations Elizabeth!

**Motion to collect and destroy ballots**

**Moved by: Kim Gauther**

**CARRIED**

**Motion to change online banking to Jennifer Charles and Elizabeth Dahl and remove all others.**

**Moved by: Chris Wolfe**

**CARRIED**

**Motion to change signing authority to Jennifer Charles, Elizabeth Dahl and Natasha Caissie and remove all others**

**Moved by: DeLacey von Busse**

**CARRIED**

d. Appoint 2 non signing members to audit the 2023-2024 Fiscal year reports.

**Motion to appoint Alisha Toepfer and Jenna Murphy to audit the 2023-2024 fiscal year reports.**

**Moved by: Delacey von Busse**

**CARRIED**

- New Business
  - Jen Charles to call an adhoc meeting to discuss fundraising and budget to bring forward to meeting in January 2024
  - Jen to put together an email with date and time
  - Members of the Adhoc committee include:
    - Charlene Egan
    - Delacey von Busse
    - Lori Wolfe
    - Chris Wolfe
    - Lindsay Nelson
    - Natasha Caissie
    - Margo Gruenwold
    - Jenna Murphy
    - Nora Holben
    - Renee Mairs

**Motion to form Adhoc committee with names listed above from November 14th until the end of February to develop an annual fundraising plan for the rest of 2023- end of December 2024 - the plan to be brought forward for approval at the next meeting in January.**

**Moved by: Lori Wolfe**  
**CARRIED**

**Motion to adjourne**  
**Moved by: Lindsay Nelson**  
**CARRIED**

- Next Meeting Date and Adjournment
  - Next Meeting will be, *January 16* at 7:00pm.
  - Meeting Adjourned at 9:00 pm.

Approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ *President*

\_\_\_\_\_ *Secretary*