



Collingwood School Parent Association (CSPA)
AGM – November 26, 2025 at 7:30 pm

Agenda		
Item 1: Call to Order	1. Call to Order Approval of the Agenda	5 minutes
Item 2: Review Minutes	1. Approval of 2024 AGM Minutes	5 minutes
Item 3: Financial Review	1. Treasurer's Report - Previous fiscal year audited financial statements. - Current account balances.	5 minutes
Item 4: Progress Report	1. President's Report - Fundraising - Events	5 minutes
Item 5: Funding Priorities	1. Funding Priorities for 2024-2025	10 minutes
Item 6: Elections	1. Nominations and voting for vacant roles - Chair - Vice Chair - Treasurer - Secretary	10 minutes
Item 7: New Business	2. New Business	5 minutes
Item 8: Adjournment	1. Adjourned 2. Next Meeting: TBD	5 minutes



Collingwood School Parent Association (CSPA) Report from the President, November 26, 2025

2024-2025 Executive Duties

The positions of president, vice-president, and secretary-treasurer were continuing. We welcomed new fun lunch coordinators and a casino director.

Semi-monthly meetings were conducted successfully.

The CSPA fulfilled its mission of supporting many needed purchases, such as technology, educational tools, and books, and sponsored successful residencies.

CSPA-Led Events

The CSPA held the spring 2025 Family Fiesta. Musicians were again hired to perform outdoors, and we set up meeting places for families with kids in different grades. There were three food trucks, all of which gave 10% of proceeds to the CSPA. We trialed RaffleBox and held a raffle at the event, learning that it is better to hold a raffle over a longer period of time.

Movie Night was held in November 2024 and was a great success. The children were reportedly more attentive to the film than in the past. Entrance was by donation, and the concessions were successful. This event made a modest profit (after the cost of licencing the film *Coco*).

CSPA-Supported Events

The CSPA provided lunch for Sports Day, using the same food services company as last year, with juice boxes purchased at Costco. Lunch was again served in classrooms rather than the gym, which was less chaotic. There were fewer leftovers than the year before.

The CSPA did not spend budgeted funds on a Grade 5 Graduation event, given the reintroduction of Grade 6 at Collingwood.

CSPA Fundraising Activities

Fundraising is the primary responsibility of the CSPA. The casino benefitting the CSPA was a success in February 2025, thanks to our Casino Director and to the many volunteers. We learned not to post the sign-up link online. Fun lunches continued to be a successful fundraiser, thanks to the coordinators, and the many volunteers who give their time monthly. The major fundraising initiative for the year was a move-a-thon, held in support of installing a gaga ball pit in May 2025. This was hugely successful both in raising funds and in building community.

Fundraiser	Comments
Growing Smiles Poinsettias	The poinsettia/winter plant fundraiser was a success. Although Senator Patrick Burns also does poinsettias, it is well received by the community.
Fun Lunch	Fun Lunch is a popular and profitable fundraiser, but it does require a lot of volunteer labour!
Sun-Oka Apples	The apples were a successful fundraiser in Fall 2024 and 2025, and should be continued.
Passive Fundraisers	Passive fundraisers require minimal effort, but need to be better promoted.
Fill Your Freezer	The Fill-Your-Freezer was not as successful as in 2024. Team Fund did not sell Spolumbo's sausages and there were some complaints. We do not intend to do this in 2026.
Move-a-thon	This fundraiser was held in May 2025, using the platform Zeffy. This raised nearly \$20,000 and also encouraged physical activity. The Principal-for-a Day and Pizza Party prizes continued to be extremely popular.
School Clothing	School Clothing was sold in June 2025. The vendor was difficult to work with, and we will seek out a new vendor or return to Mad Monkey in 2026. It was also suggested that we could do a school clothing swap for gently used items.



Collingwood School Parent Association (CSPA) AGM – October 9, 2024 at 7:15 pm

In person attendees: Amie K., Mercedes M., Rachelle Y., Dan D, Adriana M., Amy W., Danielle T., Marley Y., Anna S., Jessica K., Sara S., Baran H., Yulenda E., Whitney C.-B., Henry Y.,

Online attendees: Ardith M., Dina, Farah D., Holly B., Jennifer, Adriana M., Nicole C., Rebecca L, Simran J., Steffen H., Leah W., Renee H.

Agenda	<ol style="list-style-type: none"> 1. Call to Order, Approve the Agenda 2. Approve October 2023 AGM Minutes 3. Treasurer's Review 4. President's Report 5. Funding Priorities 6. New Business 7. Adjournment 	
Item 1: Call to Order	<ol style="list-style-type: none"> 1. Call to Order at 7:20 <ol style="list-style-type: none"> a. motion by Amie K, seconded by Mercedes M. 2. Approval of the Agenda <ol style="list-style-type: none"> a. motion by Amie K, seconded by Mercedes M. 	5 minutes
Item 2: Review Minutes	<ol style="list-style-type: none"> 1. Approval of 2023 AGM Minutes <ol style="list-style-type: none"> a. Motion by Henry Y., seconded by Rachelle Y. 	5 minutes
Item 3: Financial Review	<ol style="list-style-type: none"> 1. Treasurer's Report <ul style="list-style-type: none"> - Previous fiscal year audited financial statements presented - Casino account: open \$126,152 close \$46,584 - General account: open \$14,318, close \$23,730 - Closed the year with both accounts at higher balances than projected - Amazing fundraising efforts last year helped us raise \$21,880 which allowed us to fund some extra projects 	10 minutes
Item 4: Progress Report	<ol style="list-style-type: none"> 1. President's Report – presentation attached <ul style="list-style-type: none"> - Thanks to the last year's CSPA board members for an excellent year - Events – family fiesta, sports day - Fundraisers – growing smiles (poinsettias and spring plants), fun lunches, valentine's chocolates, passive fundraisers, fill your freezer, family portraits, bike-a-thon (the best!) - Next casino – February 2025 	10 minutes
Item 5: Funding Priorities	<ol style="list-style-type: none"> 1. Funding Priorities for 2024-2025 – to be covered at the next meeting once the new board is voted in. 	10 minutes

Item 6: New Business	<p>New Business – election of new members</p> <ol style="list-style-type: none"> 1. Fun Lunch coordinator: Baran H., Rachelle Y., Nichole S., - votes: unanimous in favour. Rachelle Y as the voting member 2. Director of Fundraising: Ana M. maybe, to discuss next month 3. Secretary: no interest, Ardith to continue 4. Members at Large: Yulenda E., Sara S., Jessica K., Anna S., Marley Y., Danielle T. – all voted in, unanimously in favour <p>Voted all in favour of the new board serving for the upcoming year. Yes.</p> <p>Consdieration – there is a maximum of 7 voting members on the board – we will need to make the members at large a non-voting position</p>	<p>5 minutes</p>
Item 7: Adjournment	<ol style="list-style-type: none"> 1. Adjourned at 7:49pm by Amie K., seconded by Ardith M. 2. Next Meeting: TBD 	<p>5 minutes</p>

CSPA Annual Progress Report For the 2023-24 School Year

CSPA Executive Duties

In Fall 2023 there was significant turn-over in the executive positions in the Board of the CSPA at the October AGM. This necessitated changing signing authority and updating communications systems, which were time consuming, but resulted in smooth functioning of the executive. The CSPA hosted school events, including the annual Family Fiesta, supported school-organized events, including Sports Day, and organized a number of successful fundraisers. The CSPA Executive also supported the winding down of the Collingwood School Naturalization Committee, by meeting with parents whose children had graduated and working with the remaining member of the committee to ensure that remaining funds were spent.

Duties	Comments
2023-2024 Completion of Executive Duties	<ul style="list-style-type: none">- Welcomed a new President, Vice President, Treasurer/Secretary, and Fundraising Coordinator- Transferred banking signing authority- The fun lunch coordinators provided institutional memory in support of the new board.- The Casino Director position was vacant throughout the year, but has now been filled in anticipation of the next casino.- Monthly meetings were conducted successfully.- CSPA supported school in many needed purchases such as technology, educational tools, books, and residencies.

CSPA-Led Events

The CSPA held the spring 2024 Family Fiesta. Although a few children were disappointed that we did not hold a dance with a DJ, the event was a success. Musicians were hired to perform outdoors, and we set up meeting places for families with kids in different grades. The cotton candy was again a success, but one of the food trucks cancelled the day of, so the lines were long – it is important to book four food trucks in the future. However, the two remaining trucks gave 10% of their sales to the school, which contributed to the event being revenue neutral.

CSPA-Supported Events

The CSPA provided lunch for Sports Day, using the same food services company as last year, with juice boxes purchased at Costco. Lunch was served in classrooms rather than the gym, which was less chaotic. There were leftovers, but the CSPA's support of the Sports Day was nevertheless a success. The CSPA also provided funds for the Grade 5 Graduation event.

CSPA Fundraising Activities

Fundraising is the primary responsibility of the CSPA. The last casino benefitting the CSPA was held in May 2023 and the next will be in February 2024, so it was not necessary to staff a casino with CSPA volunteers during this term.

Fun lunches continued to be the most successful fundraiser, with a number of other fundraisers attempted with varying levels of success. The CSPA added two new passive fundraisers, Skip the

Depot and TruEarth Laundry Strips. The major fundraising initiative for the year was a bike-a-thon, in support of refurbishing the bike racks at Collingwood to make them suitable for modern bike locks. This was such a success that we were also able to use a portion of the funds to resurface the area beneath the main bike rack to facilitate its use.

Fundraiser	Comments
Growing Smiles Poinsettias	The poinsettia/winter plant fundraiser was a success. It should be noted that Senator Patrick Burns also did a poinsettia fundraiser – the overlap in families may have diminished sales.
Fun Lunch	Fun Lunch is a popular and profitable fundraiser. A number of new vendors offered through Healthy Hunger were tried and deemed less popular or more cumbersome (McDonalds and Tim Horton's).
Valentine's Chocolates	Valentine's chocolates from Rocky Mountain were offered for sale through Healthy Hunger. The fundraiser was less profitable than others and was also tedious to manage through the Healthy Hunger platform. We do not recommend doing it again.
Passive Fundraisers	In addition to the agreement with Mable's Labels, the CSPA established agreements with Tru Earth Laundry Strips and Skip the Depot bottle return. The CSPA renewed the agreement with Papa John's in January 2024 and FlipGive in August 2024. Passive fundraisers require minimal effort, but need to be better promoted.
Fill Your Freezer	In March, the Fill-Your-Freezer/Donate Your Empties was held through Team Fund. This was once again a very successful fundraiser. A Vecova truck was parked in the drop-off loop so that bottles could be dropped off while families picked up their orders. This aspect of the fundraiser was underutilized and could be better promoted.
Growing Smiles Spring Plants	The Growing Smiles spring plant sale was held to coincide with the Family Fiesta. This added to the festive atmosphere of the fiesta with the colourful plants and was a popular fundraiser. It is recommended that we do this again, but also note that SPB does this too.
Family Portrait Fundraiser	In addition to the Growing Smiles plant pick-up, we also held a family portrait fundraiser, at the Family Fiesta, which was not particularly successful because the photographer was inexperienced (this might be better held separately).
Bike-a-thon	This fundraiser was held in May/June 2024, using the platform Zeffy. Although the platform was not ideal because children were not able to log kilometres, the fundraiser was a huge success, raising over \$6,000. If a similar fundraiser is contemplated for the future, prizes should be thought out further in advance, however the Principal-for-a Day and Pizza Party prizes were extremely popular.
Donations	We accepted a \$500.00 donation and have updated the website with information on how to donate to the CSPA and the school.
School Clothing	Because we had held several successful fundraisers, school clothing was done through the School Council on a cost-recovery basis, rather than as a fundraiser. We would recommend using Mad Monkey again.