



Collingwood School Parent Association (CSPA)
AGM – October 9, 2024 at 7:30 pm

Agenda	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	1. Call to Order Approval of the Agenda	5 minutes
Item 2: Review Minutes	1. Approval of 2023 AGM Minutes	5 minutes
Item 3: Financial Review	1. Treasurer's Report - Previous fiscal year audited financial statements. - Current account balances.	10 minutes
Item 4: Progress Report	1. President's Report - Fundraising - Events	10 minutes
Item 5: Funding Priorities	1. Funding Priorities for 2024-2025	10 minutes
Item 6: New Business	1. New Business	5 minutes
Item 7: Adjournment	1. Adjourned 2. Next Meeting: TBD	5 minutes

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	- 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.



Escuela Collingwood School
• International Spanish Academy •

**Collingwood School Parent Association (CSPA)
AGM Minutes – October 18, 2023**



In Person: Rachelle Yuzik, Farah Daya, Dan Dornan, Henry Yu, Mercedes Manning, Amie Kiddle, Sara Stephenson, Ardith Mansell, Catherine Wight, Jose Vargas

On Line: Kyle Maclean, Meaghan Reyes, Renee Hjorth, Andrew Kingston, Holly Kingston, 2 "guests" (unidentified at meeting)

Regrets: Nichole Noss, Katie Nedjelski

Agenda

1. Call to Order & Approval of 2022 AGM Minutes
2. Financial Review
 - *Previous fiscal year audited financial statements.*
 - *Current account balances.*
3. PA Progress Report
4. Fundraising
5. Standing Business
6. New Business
7. Election of the New Board

Item 1: Call to Order, Approval of prior AGM Minutes

1. Call to order: 7:42 p.m.

Motion: Farah D.
Second: Sara S.
2. Approval of 2022 AGM Minutes:

Motion: Farah D.
Second: Rachelle Y.

Item 2: Year End Financial Review

1. 2022/2023 Financials
 - Presentation of previous fiscal year audited financial statements.
 - Question: What is the status of the remaining 2021/22 Casino funds and when do those funds have to be spent by?
 - ✓ Member Comment: believe must have less than \$10,000 remaining from the previous Casino \$\$ as per AGLC regulations (they recently updated spend deadline for Casino fund spending from two to three years from the point the amount was deposited in account.

	AI: Rachelle to investigate with past treasurer the \$\$ amount remaining to be spent from the 2021-2022 Casino. Update to be provided in next meeting of the board. • Review of current financials ✓ Account balances: ○ Casino: \$126,151.84 (as of Sept 5) ○ General: \$14,318.28 (as of August 31) ✓ Distributed to in-person members; presented on-line. ✓ Both bank accounts are very healthy and there is lots of \$\$ to spend for this and next year. • Question: Is there a plan in place to spend the 2021/22 Casino funds for the 2023/24 year considering that parents who worked that Casino would like to “see” where the \$\$ is being spent and have their children directly benefit prior to their departure after Grade 5? ✓ Deferred to Priority List discussion below as that will provide more detail into Administration’s requests and previous board approvals for the 2023/2024 year. • Question: Will the total balance be over \$200,000 (from both accounts) if in September it was said that the Casino funds from the 2023 Casino had not been received yet? ✓ Response: ○ The PA’s fiscal year runs from September 2022-August 31, 2023. All the deposits within that timeframe are included in the presented financials. ○ In order for the PA to learn of any deposit, a bank statement needs to be received via mail carrier. The deposit date for the Casino funds was prior to August 31 but the PA was not aware until September as there is a bit of a time lag between deposit and bank statement receipts. Therefore, the total amount in both accounts is ~\$140,000 as of August 31, 2023. • Question: Is Casino \$\$ funds used for the Naturalization Committee – no, they raise their own money via grants. 2. Motions: • Accept September 2022 – August 31, 2023 Financials Motion: Rachelle Y. Second: Farah D.
Item 3: PA Progress Report	1. Review of the PA Progress Report (Farah D). • Welcomed three new board members for 2022/23. • Monthly meetings successfully conducted via virtual platform and in-person (as needed). • Review of CSPA-led fundraising activities (below).

Item 4: Fundraising Summary 2022/23	- PA Led Fundraisers 4 Fundraisers ✓ Gingerbread House (Dec): \$387.30 ✓ Papa John Pizza Night (Jan-June): \$718.29 ✓ Movie Night (Feb): \$1466.00 ✓ Family Fiesta (May): \$383.00 - Passive Fundraisers ✓ FlipGive: \$471.76 ✓ Mabels Labels: \$336.48 - Fun Lunches (Sept-June): \$6761.28 - Casino (May 13/14): \$77,527.29 - Current School Year Fundraisers - None planned. - Mabels Labels & FlipGive are ongoing.
Item 5: Standing Business	- School Priority List (received in September) \$67,750.00 - Already approved items (Sept, TOTAL: \$52,200) ✓ Student Learning Supports (\$17,400) ✓ Culture & Arts (\$7000) ✓ Teacher Budget (\$2200) ✓ Field Trip Subsidy (\$18,050) - Any further approvals will remain up to the direction of the incoming board. - Comment: Suggestion to replace rocks with pour-and-place rubber on the playground for easier accessibility; may run into issues with pounds per square inch relative to heights of the playground equipment ✓ Open for investigation for the incoming board.
Item 6: New Business	- Fundraising Ideas for 2023/24 - Tru Earth laundry detergent strips. ✓ They do a passive fundraising (if ppl sign up they get a subscription and it is mailed to their home) ✓ Proceeds to the school = 15-20% - Apples from BC orchards (purchase online and get delivered to school); school will receive a % of the proceeds. - Purdy's Chocolates. - Fill your freezer / Spolumbo's fundraisers. - Question: Art Cards? Are they happening this year? ✓ Students will be working on them within the next week or two. ✓ Proceeds are for environmental projects/not a PA-led fundraiser.

	2. Casino - Q1, 2025 • Volunteers will be required 4-6 weeks from the time of the Casino date. • The PA will find out in 2024 roughly 6 months from the date of the Casino fundraiser as to which Casino will be drawn.
Item 7: Election of 2023/2024 Board Members	1. Dissolution of current board members with the <i>exception</i> of Director of Fun Lunch (2023/24 is year 2). • Continuation of current board member: ✓ Director – Fun Lunch: Sara Stephenson (Shadow: Nichole Noss) Motion: Rachelle Y. Second: Farah D. <i>Vote for all in Favour</i> 2. Election for vacant positions/new board • President: Amie Kiddle • Vice President: Mercedes Manning • Treasurer: Ardith Mansell • Secretary: Ardith Mansell • Director – Casino: vacant • Director – Fundraising: Jose Vargas Motion: Rachelle Y. Second: Farah D. <i>Vote for all in Favour</i> 3. Election of two financial auditors for September 2024 audit (board members without signing authority) • By default the only two members without signing authority are the following: ✓ Director of Fundraiser – Jose Vargas ✓ Director of Fun Lunch – Sara Stephenson • Should the Director of Casino become elected in the future, a motion can be put forth to assign two individuals at that time. 4. Signing authority change • Motion to remove current signing members: Farah Daya, Whitney Clare-Brett & Baran Harrison; and replace with: ✓ (President) – Amie Kiddle ✓ (Vice-President) – Mercedes Manning ✓ (Treasurer) – Ardith Mansell Motion: Rachelle Y. Second: Sara S. 5. Next meeting Nov 15, following council meeting.

**Item 8:
Adjournment**

Motion

To move that the meeting be adjourned at 8:42 p.m.

By: Rachelle Y.

Second: Farah D.

RY

Rachelle Yuzik (Guest)

Meeting guest

AK

Andrew and Holl... (Guest)

Meeting guest

AM

Ardith M (Guest)

Meeting guest

CW

Catherine Wight (Guest)

Meeting guest

Dornan, Dan D

Organizer

FD

Farah D (Guest)

Meeting guest

G

Guest

Meeting guest

G

Guest

Meeting guest

Henry Yu

KM

Kyle Maclean (Guest)

Meeting guest

MR

Meaghan Reyes (Guest)

Meeting guest

Renee Hjorth (She/Her/Hers)



COLLINGWOOD ELEMENTARY SCHOOL PARENT ASSOCIATION
2023.2024 School Year

AGM - CSPA Members Attendance
(to be filled out at 2023 AGM)

October 18, 2023

Name:

Name:

Ardith Mansell

Henry Yu

Rachelle Yuzik

Sara Stephenson

Amie Kiddle

Mercedes Manning

Catherine wight

Farah Daya

Jose Vargas