

Who ARE

We?

The Parent Association's primary focus is raising funds for the school while simultaneously working closely with the School Council and the School's Administration team on the allocation of these funds. The main purpose is to provide funding for the school's academic, spirit, and extra-curricular programs that will directly impact student's learning and further broaden the school experiences of all current and future Collingwood students. The Parent Association consists of:

Executive:

- President **Open Position
- Vice-President **Open Position
- Secretary ** Open Position
- Treasurer

3 Directors at Large:

- Director – Casino ** Open Position
- Director – Fundraising ** Open Position
- Director – Fun Lunch

(See Position descriptions on page 2)

ANNUAL GENERAL MEETING
CSPA

**Collingwood School
Parent Association**

**ANNUAL GENERAL
MEETING**

WEDNESDAY, OCTOBER 18th, 2023

8:00 P.M.

(following School Council Meeting)

LEARNING COMMONS,
COLLINGWOOD SCHOOL

Why Join?

10. It's a great way to meet new families that your children go to school with.
9. You will become an integral part of your child's early learning experiences.
8. You get to help raise money for a great cause... your child's education!
7. You will become familiar with the teachers at the school and get to learn about their needs and ideas.
6. It's one more way to meet and talk with School Administrators, like the principal.
5. You can create, plan and execute exciting events for the whole family.
4. It's a couple hours off each month from your daily household routine.
3. Camaraderie.
2. You'll experience a feeling of self-worth through volunteering your time and seeing your efforts pay off in the smiles of your children and friends.
1. And finally, the number one reason to join us? WE NEED YOU!!

Parent Association POSITIONS

Executive

PRESIDENT

- Preside over all meetings of the Association.
- Oversee the overall strategic governance and direction of the Association.
- Act as the main spokesperson and is accountable for all official communication of the Association to Collingwood School Council and Collingwood Elementary School.
- Work in conjunction with the Chair or representative from the Collingwood School Parent Council and Collingwood School Administration.

VICE – PRESIDENT

- Work in conjunction with the Chair to complete monthly responsibilities.
- Carry out the duties of the Secretary, if the Secretary is unable to complete their duties.
- Work in conjunction with the Chair or representative from the Collingwood School Parent Council.

SECRETARY

- Record and maintain Association meeting minutes.
- Keep and preserve all correspondence, contacts and other important records.
- Responsible for the submission of changes to Executives, bylaws and other significant procedures to government agencies.

TREASURER

- Oversees the finances of the Association.
- Prepares financial statements and annual budget.
- Ensures financial statements and annual reports are audited or reviewed and filed with the government agencies.

Directors at Large

DIRECTOR – FUNDRAISING

- Contribute to the overall strategic direction of the Association.
- Review / coordinate / administer fundraising opportunities and activities.
- Work in conjunction with Parent Council and Collingwood School Administration.

DIRECTOR – CASINO

- Contribute to the overall strategic direction of the Association.
- AGLC liaison and coordinator for Casino.
- Work in conjunction with Parent Council to coordinate Casino volunteers.

DIRECTOR – FUN LUNCH

- Contribute to the overall strategic direction of the Association.
- Administer school's fun lunch program.
- Work in conjunction with Parent Council to coordinate fun-lunch volunteers.

Contact US!



collingwoodpa@gmail.com



A G E N D A

COLLINGWOOD SCHOOL PARENT ASSOCIATION

ANNUAL GENERAL MEETING

Collingwood School - Learning Commons

October 18, 2023 after School Council AGM (~ 8:00 p.m.)

** indicates items for which a written document/report will be attached and /or provided*

- | | | |
|------|--|---------|
| 1.0 | Call to Order | 2 mins |
| | <ul style="list-style-type: none"> ❖ Introduction of Guests and Board Members ❖ Verification of quorum | |
| 2.0 | * Review Agenda | 2 mins |
| 3.0 | * Approval of Minutes of Previous Annual General Meeting (<i>motion to accept</i>) | 3 mins |
| 4.0 | Reports | |
| 4.1 | Treasurer | 5 mins |
| | <ul style="list-style-type: none"> 4.1.1 * Previous Fiscal Year Audited Financial Statements (<i>motion to accept</i>) 4.1.2 * Current account balances: General and Casino | |
| 4.2 | Board | 5 mins |
| | <ul style="list-style-type: none"> 4.2.1 * PA Progress Report | |
| 4.3 | Committees | |
| | <ul style="list-style-type: none"> 4.3.1 * Fundraising / Casino | |
| 5.0 | Standing Business | 5 mins |
| 5.1 | * Receipt & review of current Priority List requests (school, school council) for information only | |
| 6.0 | New Business | 15 mins |
| 6.1 | Fundraising Opportunities: Approved and new for Consideration: | |
| | <ul style="list-style-type: none"> 6.1.1 Casino: Q1 2025 <ul style="list-style-type: none"> 6.1.1.1 Review of "Approved Use of Proceeds" from AGLC 6.1.2 Consideration of Non-Gaming Fundraisers to increase General Account | |
| 7.0 | Elections: | 15 mins |
| | <ul style="list-style-type: none"> 7.1 Dissolution of the current Board (<i>motion to dissolve the current executive</i>) 7.2 Election of New Board Members: President, Vice-President, Treasurer, Secretary, 3 Directors at Large 7.3 Two Financial Auditors (members w/o signing authority and no relations) (<i>motion to elect</i>) | |
| 8.0 | Signing Authority Change (for new executive): (<i>motion to remove & replace</i>) | 2 mins |
| 9.0 | Next Meeting of the Collingwood School Parent Association | |
| 10.0 | Adjourn | |

Action Items:

- 1) **President or Secretary:** Notify Corporate Registries, in writing, of all new and returning Directors/Officers.
- 2) **President** Submit Special Resolution re bylaw changes to Corporate Registries (if needed).
- 3) **President or Secretary:** Notify AGLC, in writing (form on AGLC website), of all new and returning Directors/Officers.
- 4) **President:** Notify AGLC, in writing, of approved bylaws once received from Corporate Registries (if needed).
- 5) **Vice-President:** Arrange updating of the website with new names and contact information (if needed).
- 6) **Vice-President:** Source and distribute information on resources, support, training available for the board (if needed) such as ASCA, AGLC, Alberta Board Development, etc.
- 7) **Secretary or Treasurer:** Set appointment with the bank to change signing authorities (if needed).
- 8) **Treasurer:** Confirm active insurance for 2023.2024 school year.
- 9) **Secretary:** Provide summary (or draft minutes) of meeting to all members and interested parties.



CSPA AGM 2023

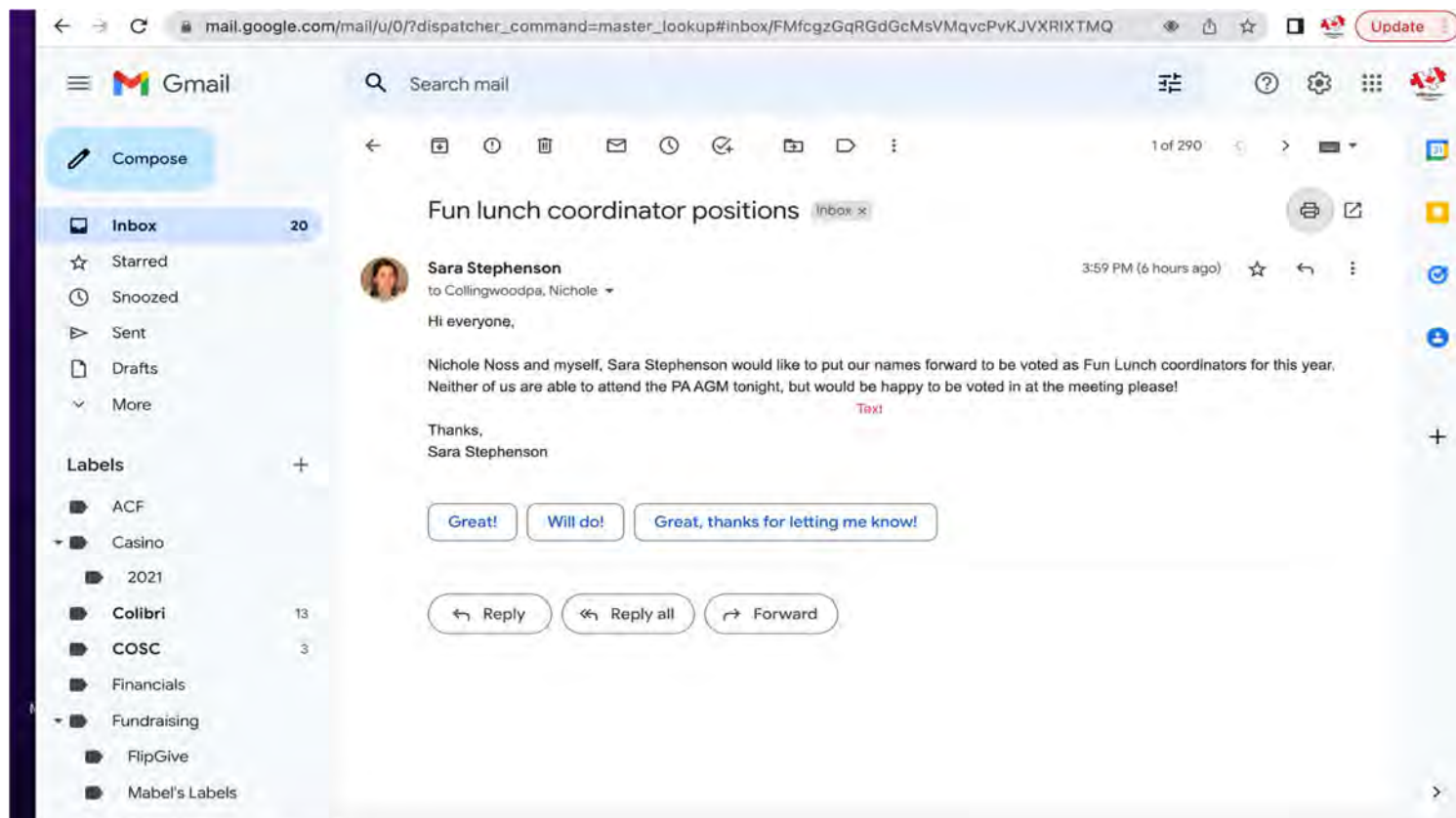
Item 3.0: Minutes of Previous Annual General Meeting

 Escuela Collingwood School • International Spanish Academy •	Collingwood School Parent Association (CSPA) AGM Minutes – Oct 26, 2022 In Person: Renee Hjorth, Whitney Clare-Brett, Jesse Fowlis, Katie Nedjelski, Henry Raul Yu; Rachek Yuzik, Farah Daya, Dan Dornan On Line: Tim Jeffrey, Allison Venner, Amie Kiddle, Baran Harrison, Daisel Perez, Elisa Reynolds, Kalah Dirks- Farley, Laura Merlo, Steve Evans Regrets: Reid Southwick, Sara Stephenson	
---	---	---

Agenda	1. Call to Order 2. Review Agenda 3. Review Financials 4. Fundraising 5. New Business 6. Election of the New Board
Item 1: Call to Order, Approval of prior AGM Minutes	1. Call to order: 6:39pm Motion: Renee H Second: Katie 2. Approval of Minutes: Motion: Tim J Second: Jesse F
Item 2: Year End Financial Review	1. 2021/22 Financials - Review of current financials - 2. Motions: • 2021/2022 Jan – Dec Financials Motion: Katie N. Second: Tim J AI: Make sure insurance is active - Jesse F School has completed Registry and Casino Submissions for the 2022 year.

	School was directed that funds can no longer be held in School bank accounts, so last year priority list was much smaller in spend for the 2021/22 year. This was to keep the school funding as high as possible for the school. Bank accounts are higher than have been in previous years.
Item 3: Fundraising	• Successfully held all meetings on-line last year • PA Led Fundraiser Last year - 2 fundraisers: Gingerbread House (Nov/Dec) \$820; Fill your Freezer / Bottle Drive (May) \$5773 - Passive Flip Give \$470 and Mabel Labels \$267 - Fun Lunches (May/June) \$1400 - Casino (Oct 5/6) \$62,000 1. Current School Year fundraisers • Skip the Depot • Movie Night / Dance • Casino in April Socan Fees need to be paid for the movie night if we use this year. Fundraising ideas for 2022/23 • Purdy's • True Earth Laundry Strips (%20 of proceed) • Poinsetta's / Bedding plants • Meat Fundraiser/Team Fund • Colibri
Item 4: New Business	1. Dan/School Priority List - \$93,525 *Musical park is lowest on the priority list Approval for Spending Immediately: IXL, Raz Kids, Sound Kreations, First Nations Dancers, Mural Artist, Academic Spend (\$19,925). Balance defer to the incoming board for approvals. All in Attendance: Yes vote Quorum: Pass (Tim J, Renee H, Whitney CB, Jesse F, Katie N, Laura M) Motion passed for the spend of \$19,925 for the 2022/23 Priority List. 2. Q: Has Pour in Place Rubber in the playground vs. pea gravel? - raised for mobility concerns and safety. AI: New committee to add to the 2022/23 year for review 3. Inquiry additional sports residency for this year? Typically 3 residency in a year (2 sports & 1 art); this year only 2 4. New Curriculum: Still unclear if the CBE is providing resources and dollars for the new curriculum.

Item 5: Election of 2020/2021 Board Members	1. Dissolution of current board: Motion: Renee H. Second: Jesse F. Vote for all in Favour ● Election of new board: ○ President: Farah Daya ○ Vice President: Whitney Clare-Brett ○ Treasurer: Baran Harrison ○ Secretary: Rachelle Yusik ○ Director – Casino/: Reid Southwick ○ Director – Fundraising: Katie Nedjelski ○ Director – Fun Lunch: Sarah Stephenson (Nichole Noss - Shadow) 2. Signing authority change. 3. Next meeting Nov 16 following council meeting
Item 6: Adjournment	<u>Motion</u> To move that the meeting be adjourned. 8:10pm By: Whitney CB Second: Rachelle Y





CSPA AGM 2023

Item 4.0: Financial Reports

To be presented at the meeting

Previous Fiscal Year Audited Financial Statements (*motion to accept*)

Current account balances: General and Casino

Fundraising Report



Collingwood School Parent Association (CSPA) 2022/2023 School Year AGM

Annual Progress Report

Success Scale:



CSPA Executive Duties

The 2022/2023 school year started with high hopes of re-starting fundraisers and social events after several years of COVID restrictions; however due to a respiratory/GI outbreak that took place over several weeks of Q4, it was a slow start. Despite this setback, the CSPA managed to offer a few fundraisers throughout the year and continued to support the school with funding as needed. Our most successful and consistent fundraiser was our monthly Fun Lunch offerings which took place from September 2022 until June 2023 throughout. We also brought back our much-loved social events, Movie Night in Q1 and Family Fiesta night in Q2. Both events were successful in promoting school spirit as well as bringing in extra funds for the school.

Duties	Success Scale	Comments
2022-2023 Completion of Executive Duties		- AGM held on October 26th, 2022; majority of the positions changed due to the completion of members' 2-year terms. - We welcomed a new President, Secretary and Treasurer while our previous president took on the Vice President role for much of the school year. - Non-voting, Fun-Lunch Co-coordinator added to the team to support our Fun Lunch Director throughout the year. - Monthly meetings successfully conducted via virtual platform and in-person as needed. - Casino Director position became vacant mid-April 2023. The Vice President took on the Casino Director obligations and duties for the remainder of the year due to her familiarity with the process from previous experience as a PA member. - CSPA supported school in many needed purchases such as technology, educational tools, books, and residencies.

CSPA Lead Spirit Events:

In February 2023, we held our first movie night post COVID, which was highly successful. Families filled the gym with blankets and pillows while they watched a movie on the projector and enjoyed the treats supplied by the PA. In May 2023, we held a Family Fiesta night which offered food trucks, snacks, and a space to dance to the DJ's music in the gym. The CSPA provided a hot dog lunch for all students at the end of the year during our annual Sports Day. We ended the year with a Kernels popcorn bag treat for all students and teachers on the last day of school.

CSPA Supported Spirit Events:

These activities are organized through the school and the Parent Council. The CSPA provides only the funding for these activities and this report only reflects CSPA role/responsibilities in the events for 2022/2023.

CSPA Lead Fundraising Activities:

Fundraising activities are the responsibility of the CSPA. Aside from Fun Lunch, the CSPA ran one 'in-school' fundraiser as well as maintained passive fundraising via Mabels Labels and Flip Give.

The CSPA held a casino at Pure Casino on May 13 and 14th 2023. The Casino was our primary fundraiser for 2022/2023 with almost 40 volunteers and it generated \$77,527.29. Funds have now been received and deposited into our Casino Account.

Fun Lunch ran monthly for all 10 months of the school year and raised us \$6,761.28 in total.

Total Funds Raised for 2022/2023 = **\$88,730.40**

Event	Success Scale	Comments
Pizza Night with Papa Johns		• CSPA partnered with Papa Johns pizza to offer Collingwood families pizza deals at a discounted price (15% off) once a month. This initiative began in January 2023 and continued monthly, up to and including June 2023. • Positive feedback received from families. • Raised: \$718.29
Movie Night		• Movie night held at the school in February 2023. • Families contributed financially at their own discretion upon entry. • Concession made available for purchase with various drink and snack options. • Raised: \$1466.00
Family Fiesta Night		• Social event held at the school in May 2023. • Food Trucks outside for food purchase by Collingwood families. • Donation entry lower than previous events. • DJ played music in the gym. • Concession for treats offered in school hallway. • Families reported enjoying this event; however, it was unclear that concession was available for purchase inside the school. • Raised: \$383.00
Gingerbread Houses		• CSPA partnered with CAKEify to hold a Gingerbread House fundraiser in December 2022. • Families could purchase "Make your Own" gingerbread house kits and cookies. • Raised \$387.30. This was lower compared to last year.
Passive Fundraisers		• Fundraisers wherein the CSPA receives a percentage of purchases made online. • Mabels Labels: 20% of purchases. Total raised \$336.48. • FlipGive: Percentage varies. Total raised \$471.76.
Fun Lunch		• Fun Lunches held monthly from September 2022 to June 2023. • Raised \$6761.28

Casino		• Held May 13-14, 2023, at Pure Casino. • Raised \$77,527.29
Donations		• External Donation: \$500.00 • Casino Tips: \$179.00
School Clothing		• The CSPA has begun the process of procuring Collingwood School branded clothing for purchase by Collingwood Families. • The intention is to support school spirit and further enhance an atmosphere of community within the school and students. • The CSPA has communicated with two vendors – Mad Monkey and Do Much Concept. • The CSPA pursued Do Much Concept for further exploration of quotes and logo designs; however, this has not materialized thus far. • Consideration to be given to the incoming CSPA for follow-up with either of the above vendors and/or a new supplier should they wish to take on this fundraiser for 2023/2024.



WHERE

DOES

THE \$\$

GO?

2022 - 2023 FUNDRAISING

CSPA

**TOTAL
RAISED:
\$88,730**

Disclaimer: Funds are spent inclusive of the casino funds and other funds raised during the year. Funds not spent in previous school years are retained and rolled over to be utilized in following school year(s).

**EDUCATIONAL TOOLS
\$5,380**

Funds used to provide resources to enhance student learning.

**ACADEMIC
RESOURCES
\$3,240**

Funds used to supplement Diversity books and enrich Math & Science subjects.

**TECHNOLOGY
\$9,245**

Funds used to support/enhance technology programs in the school.

**SPIRIT & CULTURE
\$5,775**

Funds used to provide celebrations and cultural experiences for all students.

**EXTRA-CURRICULAR
ENRICHMENT
\$13,050**

Funds used to support in-residence workshops, performances and school field trips.



CSPA AGM 2023

Item 5.1: Priority List

To be presented at the meeting

Review of Priority List Request
Approved Items