

Timberlea Parents Associate AGM Meeting Minutes



IN ATTENDANCE: Tammy O'Brien Bobby Volk Erin Boyd Candis Kish Hope Martin Jessica Josselyn
Tanya Hovenden Carla Seguin Lacey Goodchild Paul Wohlgemuth

Meeting called to order @ 7:00

Tammy welcomes everyone to the meeting.

1. Call to order @ 7:00
2. Approval of Prior Minutes
3. Agenda Additions
 - a. Nothing added
4. Treasurer's Report - to be postponed until January's Meeting
5. Old Business
 - a. Classroom Donation Letter - letter approved with a disclaimer added in that all items purchased must remain property of Timberlea Public School.
 - b. Ice Melts - Tammy to forward Erin the signed waivers, get the fundraiser in place for January's meeting with a short turn around for a February delivery date. Bobby Volk to pick up and store products in his trailer for distribution at the school.
6. New Business
 - a. Pass Bylaws
 - i. Pg 5. of the bylaws for a vote 4 members - 2 of which must be voting members and 2 of which must be elected members ; section c. iii - same as above
 - b. Oliver's Labels
 - i. There is a link to order Oliver's Labels online, you would need to order direct from the link <http://www.oliverslabels.com/TSPA> we receive 20% of the sales, the board can review how much we have raised and request a cheque when the funds reach a certain level. This will be an ongoing fundraiser and does not require to be resigned up yearly. Carla Seguin responsible for initiating fundraiser
 - c. Popcorn Sales
 - i. Popcorn Day brought in \$139 in sales
 - ii. The Splitting of the day Div 1 morning snack Div 2 lunch break was needed possibly with 2 sets of volunteers for the day
 - iii. Overall popcorn day was a success
 - iv. Tentative Popcorn Day Schedule
 1. January 10th & 24th
 2. February 7th & 21st
 3. March 6th & 20th
 4. April 3rd & 24th
 5. May 1st & 21st
 6. June 5th

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- d. Gym Equipment
 - i. Brought to our attention the Gym is in need of replacement equipment for extra curricular activities
 - 1. We will request a "wish list" of items and review with AGLC gaming regulations what will/can be covered
 - 2. Wish list to be sent to the TSPA from Mrs. Morgan, Mr. Najmeddine to be cc'd
 - 3. We request the list no later than January 10th so we can discuss and review at January 20ths meeting
 - 4. The list should include estimated costs as well as a website or place to order.

- e. Treasure Position
 - i. Tammy O'Brien puts forth the need to remove Dawn Lawrance from the current Treasurer Position
 - 1. Dawn Lawrance was notified ahead of scheduled meeting via email and voice mail
 - ii. Erin Boyd seconds
 - iii. **All eligible voters voted unanimously to remove Dawn Lawrence as Treasurer**
 - iv. Erin Boyd Nominates Candis Kish for Treasurer Position
 - 1. Candis Kish accepts nomination
 - 2. Tammy O'Brien seconds
 - 3. **All eligible votes voted unanimously to elect Candis Kish as Treasurer**

- f. Officers and Directors at Large Nominations
 - i. There are 4 elected board Members, we will elect in 3 Directors to create an odd vote to help prevent ties
 - 1. Official post looking for Directors to be posted and election will be held on January 20ths meeting
 - ii. Members at large are required to fill in a form (provided at each meeting) to be eligible to vote, eligibility is limited to those Parents with students currently enrolled at Timberlea Public School
 - iii. Directors may vote on all issues, expected to attend the majority of the meetings and be incharge of fundraiser, whereas Members at Large are able to vote on all matters with the exception of voting in officers and cannot be in charge of running a fundraiser, this position is not required but encouraged to attend all meetings.

- g. Jan/Feb Fundraising
 - i. Due to time restraints has been tabled until January 20th meeting

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7. Christmas Concert
 - a. Volunteers
 - i. 2 at concession -concession was cancelled due to time constraints, and mess for custodians
 - ii. 3 at front tables selling - 3 at front table selling with 3-4 selling 50/50 style until 6pm when the concert begins
 - b. Items for Sale
 - i. Tickets required for purchase
 1. Small Stuffies - postponed to later event
 - ii. Large Stuffies - 3 to be auctioned off
 - iii. Popcorn - cancelled
 - iv. Water - cancelled
 - c. Inventory required
 - i. Popcorn/bags/salt/oil - cancelled
 - ii. Water - cancelled
 - d. Current Inventory - 3 large Stuffies already in position of TSPA
 - e. Signage at Tables
 - i. TSPA - edits needed to adjust to the cancellations and postponement the of certain items
 - ii. Draws at the end of the show- if the winner is not in attendance to claim a redraw will happen. All draws to be concluded and claimed by the end of the concert.
 - iii. CT Creations - slight edit was needed to adjust to the cancellations or postponement of certain items.
 - f. Advertising
 - i. Signs to be placed in the school at front entrance and in each Divisions hallway prior to the concert, TSPA will post to their facebook page
 - g. Tickets
 - i. Tickets on sale during event only
 - ii. Tickets will be sold for \$2 each
 - h. Boxes
 - i. Draw boxes to be brought in by Tammy O'Brien
 - i. Set up requirements
 - i. Table at front desk volunteers arrive and let in at 5:30

Next meeting scheduled for Monday January 20th @ 7:00 p.m.

Meeting adjourned at 8:12