

Meeting Minutes

December 4, 2023

Online via Microsoft Teams and in person at Lansdowne North.

The meeting was called to order at 7:04 p.m.

Attended by: Sam Crawshaw (Plant Sale Coordinator), Kerri Fraser (President and Chair), Betty Greer (Grocery Gift Card Coordinator), Elaina Mack (Purdy's Chocolates Co-Coordinator), Suzanne Mathews (Student Account Treasurer), Kirstie McNally (Vice President), Shannon Mycroft (Treasurer), Paula Rowlands (Bronwen Sharpe (Secretary and Minutes), Jennifer Tuck (Purdy's Chocolates Co-Coordinator), Trish Walker (50/50 Coordinator), Carlene Nex, Carlene Meilleur, Carlene Nex, Gareth Rees and Carol. *Quorum present.*

Teacher: Brian Anderson

Regrets: Paul Spelt and Charlie Mason

Welcome and Territorial Acknowledgement

Approval of Agenda and Minutes

- No changes to the agenda were put forward.
- The approval of the December meeting agenda was motioned by Shannon M. and seconded by Kirstie M. The motion passed.
- The approval of the November meeting minutes was motioned by Trisha W. and seconded by Kirstie M. The motion passed.

Treasurer's Report

- General Account
 - Shannon M. updated that there is currently \$47k in the account. The Whistler tour deposit is almost paid in full. The master spreadsheet is being updated by Shannon and she will share it with Brian. Many e-transfers (plant sales, tours etc) are being received. Coast Capital is luckily very user-friendly and cross-referencing transactions has been simple.
- Student Accounts
 - Suzanne M. shared via email the following: There will be an update with plant sales done soon. Kerri F. will be manually updating the plant sales numbers and sending them to Suzanne.
 - **Action:** LMPA label for accounting purposes to be created.

Fundraising Reports

- Each fundraising program was reviewed as follows:

- *Coffee Sales*- Kirstie M. did an interim order as there were late orders for November and Fernwood Coffee was happy to accommodate. Next year, orders may need to be done by month only as there is a little confusion with the Google Form. Brian shared that the North campus coffee order deliveries are becoming challenging as the office is handling the orders and it is overwhelming. Brian has offered to take it on but this is a short-term option as Brian will be on parental leave soon. Brian said this option will be slow but he is happy to take it on if parents' delivery expectations were managed. November coffee sales hit \$900 - the highest monthly total ever.
 - **Action:** Kirstie M. will add some delivery expectation notes to the Google Form and Brian will also add the notes to the next newsletter.
- *Red Barn & Fairway Cards* - Betty G. updated us that she needs a new batch of Red Barn cards: 18 cards sold in December bringing the total to 38 for Term 1. Fairway cards: 2 cards sold in December bringing the total to 11 for Term 1.
 - **Action:** Betty G. to get new cards from Red Barn.
 - **Action:** Betty G. will update the form to ask parents to add their name and email address to e-transfers so that it makes it easier to track card requests,
- *50/50 Raffles* - Trish W. will take the float tonight in preparation for the Winter concerts.
- *Bake Sales* - Paula R. to check supplies like tablecloths held by the LMPA. Kerri F. said extra poinsettias were provided by Growing Smiles so will add them to the bake sale table for selling at the Winter concerts next week.
 - **Action:** Brian A. to add requests for baked goods to the next newsletter.
- *Winter Plant Sale* - Kerri F. updated the group that plant sales were double what they normally are and put this down to fundraising being pushed for the Quebec music tour.
- *Purdy's Chocolates* - Kerri F. shared that the campaign had closed. Discussion was had about the confusing ordering process for Purdy's.
- *Musical Desserts* - Carlene M. is the silent auction coordinator. She asked Brian for some fresh facts about Musical Desserts. For example: an LMPA wish list that she could add to the sales email that she will pitch businesses about. Carlene M. brainstormed about the best ways the LMPA could encourage earlier big-ticket item donations to the silent auction; especially from Lansdowne families who own businesses that are willing to donate goods and services. It would be good to have 10-12 big-ticket items locked in earlier in the donation process so that there was a better idea of auction items potentially limiting the number of pitches that have to be made by volunteers. Carlene's sister will volunteer to do the food coordination of Musical Desserts. We still need an event coordinator if anyone knows someone who might be interested! Carlene is happy to work with them and help them with advertising teasers etc.
 - **Action:** Kerri F. will ask if she can add donation requests to the business community in the school newsletter.

- **Action:** Brian A. will ask students if they have family members with businesses that may want to donate.

- **Action:** Kerri F. will create a sign-up sheet on one of the volunteer sign-up websites for Musical Desserts and will also do an in-person ask at the concerts next week.

Teacher's Report

- Brian A. will not be at the winter concerts as his parental leave will start the Tuesday before. No morning show will occur, unfortunately. Help will be needed for seating the Grade 6s. All performing groups are on track for a great evening of music-making.
- The Remembrance Day ceremony went well. The solo trumpeters performed well. Next year, the band will learn and play 'O Canada' instead of a recording being played.
- Two new groups will start in January: Paul's Everybody Jazz band and the Tour band (a large band with 95 children).
- Musical Desserts: Audition dates are January 23 and 24. Brian will return for the auditions.
- T-shirts: Grade 6 orders are out and they look great.
- Whistler Music Tour: Brian thanked us for input regarding payment methods. There is a full roster of 100 students. 60 girls and 40 boys will be rooming at the Pan Pacific Whistler Hotel. Six chaperones have been contacted plus Brian and Charlie. Seven are required.

New Business

- Musical Desserts event coordinator and PAC Liaison roles still need to be filled. The PAC is also trying to fill the role on their end.

PAC Report

- The LMPA liaison position is vacant therefore there is no report.

Round Table

- In Brian's absence, if another teacher cannot host the LMPA meetings, then we will have virtual meetings.
- Carlene N. introduced herself from the Lansdowne PAC. Brian suggested that the PAC and LMPA combine forces on a new school sound system as it is an expensive item. Carlene will take that back to the PAC. Kerri F. extended an invitation to Carlene for all future LMPA meetings.

Motion to adjourn the meeting made by Shannon M. and seconded by Trish W.

The meeting adjourned at 8:11 p.m.

The next meeting is on Monday, January 15, 2024, at 7:00 p.m. Location and format TBD.