

**Penhold Elementary School  
Parent Advisory Council  
MINUTES**

Tuesday May 13th, 2025 immediately following the School Council Meeting

\*Indicates written report/attachment provided

- Meeting Called to Order at 8:14 pm by President Natasha Caissie

**Members Present:**

Lisa Baird, Principal  
Giselle Meyer, Vice-Principal  
Natasha Caissie, President  
Elizabeth Dahl, Treasurer  
Renee Mairs, Secretary  
Karen Kormos, Fundraising Coordinator  
Ken Denson, Councillor  
Jamie Seiyama, FCSS Community Worker  
Courtney Nygren, Vice-President  
Janice Draper, Parent  
Brandi Filipchuk, Director  
Sherry Cooper, Trustee

2. Welcomes and introductions

Penhold School Parent Council is a registered non-profit charity made primarily by parent volunteers who support our Penhold Elementary School and community. We aid our students and school staff with many initiatives, whether through financial support or by volunteering. We strive for an environment that will foster our student's health, academic and creative success. We value our whole school community and work to assist and show appreciation to them when and where we can.

3. Approval of Agenda (members can request to add items at this time)

- May 13<sup>th</sup> 2025
- Amend agenda to include the fundraising opportunities in new business

**Motion to amend the Agenda**

**Moved by: Courtney Nygren**

**Second by: Elizabeth Dahl**

**CARRIED**

4. Approval of the Minutes\*, as presented (OR as amended)

- April 8th, 2025

**Motion to approve the Minutes**

**Moved by: Courtney Nygren**

**Second by: Elizabeth Dahl**

**CARRIED**

5. Financial Report: Treasurer – *Elizabeth Dahl*

- Approval of the Treasurer's Report\*

**Motion to approve the Treasurer's Report as presented**

**Moved by: Courtney Nygren**

**Second by: Renee Mairs**

**CARRIED**

- b. Updated Fundraising Tracking\*
  - Fencing costs have been added back into the quote for approx. \$2k
- c. AGLC Casino Approved Funding
  - We have approval to use \$25000 of the prior funds for the installation, along with the other gaming funds raised (\$44,501 total).
  - How much do we want to use? We don't have to use it.
  - Are we using 100% or just using a %?
  - Or not using any of it for the playground and keeping it for future needs?

**Motion to put the full \$25,532 from the prior Casino Fund towards the playground installation as approved by AGLC.**

**Moved by: Renee Mairs**

**Second by: Courtney Nygren**

**CARRIED unanimously**

- 6. Executive Report: Secretary – Renee Mairs
  - a. Correspondence
    - Nothing of note this month
  - b. Facebook:
    - We have 102 followers
    - Put a poster together for the fall to post all the activities of the parent council and perhaps at the end of summer when report cards are sent out
  - c. CSAB – Karen Kormos
    - Brandi will represent for us this upcoming Thursday
- 7. Fundraising Report
  - a. Grant Update – Elizabeth Dahl
    - Equus is now in
    - No further follow up with Cenovus and Viterra
    - Consideration for the Community Foundation of Central Alberta has another micro grant deadline for June 1<sup>st</sup>. Is it worth the effort to put in for sod costs? Quick turn around. Can apply for \$5000 max.
    - Sod costs estimated at just under \$10k
    - Courtney is working on costs, a company, and thinking about getting a team together
    - Discussion to be continued after the meeting.
    - Elizabeth needs a week to get the grant together
  - b. “End of an Era” Clothing – Natasha Caissie
    - Do an order for the open house on June 1<sup>st</sup>
    - Consider offering in-stock at discounted price to get rid of stock
    - Consider doing a draw at the end of the evening to get rid of the last items

**Motion to offer in-stock items at no less than cost at the End of Era School Celebration on June 1<sup>st</sup>**

**Moved by: Natasha Caissie**

**Second by: Courtney Nygren**  
**CARRIED**

- f. Raffle Box 50/50 – Karen Kormos
- Not as popular as last year
  - Earned \$3,786.00
  - Winner has been announced but does not want a photo op
  - Winner took home just under \$1900
  - Net profit is just under \$1450 with 85% going to jerseys

**8. Business arising from prior Minutes**

- a. Casino Update
- Brandi spoke with the Casino advisor today
  - Have to put Casino application in June and have to have 6 people minimum
  - Brandi will need a void cheque for the casino account so they can deposit our funds
  - Will need two signing authorities to sign for the account
  - GM, bankers, cashiers needed. Still have 11 positions that need to be filled
  - Renee to send out another email to volunteers to ask for volunteers next week
- b. Playground Payment
- Volunteers needed around mid-end August to spread the wood chips
  - Renee can send out email to volunteers to ask for help once more info is known
  - Funds need to be paid to Chinook Edge for the playground

**Motion to pay \$44,501.24 from the casino account, and up to \$55,000 from the general account to Chinook Edge for playground installation and equipment costs.**

**Moved by: Elizabeth Dahl**

**Second by: Courtney Nygren**

**CARRIED**

- c. Society Registries Name change
- This is needed to be effective September 1 2025

**Motion to approve Society Registries name change from Penhold School Parent Council to Penhold Waskasoo Middle School Parent Society**

**Moved by: Renee Mairs**

**Second by: Karen Kormos**

**CARRIED**

**Motion to pay for name change with Society Registries up to \$70 from the Casino account.**

**Moved by: Renee Mairs**

**Second by: Courtney Nygren**

**CARRIED**

- d. Bylaw Presentation
  - By-laws presented to the group
  - There were no questions

**Motion to approve the new By-law as presented for Penhold Waskasoo Middle School to take effect September 1, 2025**

**Moved by: Natasha**

**Second by: Courtney**

**CARRIED unanimously**

9. New Business

- a. Teacher Gifts
  - Acts of service?
  - Food?
  - Budget has been \$500-\$1200 in past years
  - Will be discussed over email
- b. Insurance Renewal
  - Our insurance is up for renewal effective September 1 2025
  - Policy will cover the same needs as 2024/2025 year

**Motion to spend up to \$1100 from the Casino account to pay for policy renewal effective September 1, 2025 and to include the same coverage as 2024/2025 year.**

**Moved by: Elizabeth Dahl**

**Second by: Courtney Nygren**

**CARRIED**

- c. Discovery Night (August)
  - Last year the Council did a table with Jesse Duncan
  - Do we want to do it again?
  - Brandi can investigate
  - August 21<sup>st</sup> 2025
- d. Back to School Open House
  - Student and School open house
  - 4:30-6:00pm for Community on August 28<sup>th</sup>
  - August 29<sup>th</sup> it is an open house and BBQ for families to drop off supplies from noon-2pm
  - We need a table for Parent Council at the School Open House to have a volunteer sign-up
  - Decals for the Society for advertising?
  - Will need to email motion
  - Lisa to help
  - Fund to come out of general account
  - Lanyards?
- e. PWMS Parent Society email vote

1. <a href="mailto:pwms.council.society@gmail.com">pwms.council.society@gmail.com</a>	0 - Yes	7 - No
2. <a href="mailto:Pwms.parentconnection@gmail.com">Pwms.parentconnection@gmail.com</a>	0 - Yes	7 - No
3. <a href="mailto:Pwms.parentgroups@gmail.com">Pwms.parentgroups@gmail.com</a>	0 - Yes	7 - No
4. <a href="mailto:Pwmsparents@gmail.com">Pwmsparents@gmail.com</a>	6 - Yes	1 - No
5. <a href="mailto:penholdwaskasooparents@gmail.com">penholdwaskasooparents@gmail.com</a>	1 – Yes	6 – No

- [Pwmsparents@gmail.com](mailto:Pwmsparents@gmail.com) wins!
- Second Tuesday of the month meeting time will remain the same.
- f. Before and After School Program Inquiry
  - Someone reached to Natasha wondering about a before/after school program
  - Someone would have to run it, come up with the proposal, programming, then present it to the school and Division. Would rent space from the school.
  - As per Lisa, the building is full, so this is not feasible
  - Gym is also used after school
  - Can be tabled and looked at in the next year
  - Did she approach the Town? Would the Town be an option?
  - Natasha to connect with her
- g. Shredding of old Society and Charity Returns over 9 years old (1989-2015)
  - We have a binder with all the material that can get shredded
  - Courtney asks if we can keep 1988

**Motion to shred the old society records and charity returns over 9 years old**

**Moved by: Elizabeth Dahl**

**Second by: Courtney Nygren**

**CARRIED**

- h. Fundraising opportunity through Springbrook Multiplex
  - Springbrook Multiplex has offered to gift us 50% of their take home from the Wrestling event held at the Multiplex on May 29<sup>th</sup>
  - There is the option for 50/50
  - All we have to do is advertising and promoting the Multiplex
  - Someone would have to commit to help out
  - General consensus is to pass
  - Renee will connect with Springbrook Multiplex to politely refuse

10. Next Meeting Date- September 9, 2025 following the Penhold Waskasoo Middle School Council Meeting

11. Adjournment

**Meeting adjourned at 9:32 pm**

**Motioned by: Natasha Caissie**

**Second by: Karen Kormos**

**CARRIED**