



Riverside Parent Society

Monthly Meeting Minutes

Date: March 14, 2024

Call to order

Leslie Gault called meeting to order at 7:45 p.m.

Attendees

Melanie McDonald	Leslie Gault	Jennifer Hvingelby	Maria Schmid
Annie Yu	Kelsey Meyer	Simmie Pandher	

Review of Action Items & Approval of minutes from February 22, 2024 meeting

No action items.

Minutes approved as distributed.

Treasurer's Report (Financials for February 2024)

Treasurer's Report (Appendix A) – Simmie Pandher

February 2024 - Operating Account

- Only \$567.00 available to the school as of February 29, 2024 per the financials, but it's actually \$1,482
- Khurram is going to pay the insurance himself and be reimbursed (\$1,260.17)
- **Action Item:** To find out if it is possible for the Parent Society to have a credit card.

February 2024 - Casino Account

- Ending balance \$33,440.47 February 29, 2024
- Also a \$35,000 GIC

Pending approval at the April 2024 meeting

- \$24,590.47 in available funds which must be used by end of June 2024
- Question about the budgeted future withdrawal for \$3,400 for Apple Pens, as the school is moving away from Apple toward ChromeBooks.
 - **Action Item:** Annie Yu to find out why Apple Pens are needed.
- Casino funds from January 2024 casino likely to be received in May.
- **Action Item:** Leslie to contact Jackie Harrison what the process and best practice is for investing casino funds.
- Mel McDonald question regarding use of \$25,000 no-fuss fundraiser. Annie Yu advised she had asked Steve Radder about this; some items have been purchased; others have been delayed. The Parent Society needs to put out a report on this.
- **Action Item:** to contact Carole Ware to be able to use the TV at the front of the school to present photos during parent-teacher interviews.
- **Action Item:** Leslie to ask Khurram regarding Student Initiative program

Fundraising Update: Simmie Pandher:

- The Flip Give link has gone out. Steve is going to send out reminders on an ongoing basis.
 - Sports team equipment can be purchased on Flip Give.
 - We'll arrange a QR Code for Flip Give
- Leslie Gault will be the co-lead of the Fundraising Committee.
- Earth Day April 22nd: Simmie's uncle will have a trailer for a bottle drive. Steve has a padlock they can use.
 - Discussion about looking into having prizes for participants
 - Maria Schmid: this should be in the community newsletter. Mel McDonald will work with Simmie Pandher on this.
- Growing Smiles: got link yesterday for orders, May 8th delivery for May 9th pickup. Will arrange a QR Code.
- **Action Item:** Mel McDonald to look into a dry erase banner to use to advertise Parent Society fundraisers.

Funding Requests – (Appendix B)

- Fruit/snacks for Earth Day: (\$250) from Operating Account Funds: Mel McDonald motioned, Kelsey Meyer seconded [unanimous vote]

Adjournment

Leslie Gault adjourned the meeting at 8:30 p.m.

Minutes submitted by: Kelsey Meyer

Next meeting: April 18, 2024

Pending approval at the April 2024 meeting

Appendix A

RIVERSIDE PARENT SOCIETY
Treasurer's Report
Parent Society Operating Account
For the Month Ended February 29th, 2024
Presented March 14th, 2024

Opening Balance as of February 1st, 2024 \$ 5,926.08

Activities for the period

Deposits

No Activity for this period

Withdrawals

E-transfer - Mel MacDonald (Coffe Supplied for Staff Room) \$ (248.91)

Total **\$ (248.91)**

Ending Balance as of February 29th, 2024 **\$ 5,677.17**

Balance Per Bank Statement as of February 29th, 2024 **\$ 5,677.17**

Investments None at this time

Total (Bank+Investments) as of February 29th, 2024 **\$5,677.17**

Budgeted future withdrawals:

Snacks for Parent Seminar \$ (200.00)

Riverside Staff Clothing \$ (750.00)

Financial Support for Enhancement Trips \$ (1,500.00)

Animal care costs and busing costs to McLean Pond for Grade 3's \$ (400.00)

Yearly maintence to the schoolyard naturalization area. \$ (1,000.00)

Annual Insurance Premium (Payable March,2024) (\$1,260.17)

Total Future Expected Withdrawls **\$ (5,110.17)**

Available to the school as of February 29th, 2024 **\$567.00**

RIVERSIDE PARENT SOCIETY
Treasurer's Report
Casino Account
For the Month Ended February 29th, 2024
Presented March 14th, 2024

Opening Balance as of February 1st, 2024 \$ 16,913.81

Activities for the period

Deposits
Interest \$ 0.17
Term Deposit (12 month - GIC Matured Feb 9, 2024) \$ 17,526.49

0

Total \$ 17,526.66

Withdrawals
E-transfer - Mel MacDonald (Science Olympics materials) \$ (1,000.00)

Total \$ (1,000.00)

Ending Balance as at February 29, 2024 \$ 33,440.47

Balance Per Bank Statement as February 29, 2024 \$ 33,440.47

Investments

12 month Non-Reemable GIC (Maturity Date: Feb 9, 2025) \$ 35,000.00

Total Investments \$ 35,000.00

*The redeemable GIC can be withdrawn at anytime without penalty.

Total Casino (Bank + Investments) as of February 29, 2024 \$ 68,440.47

Budgeted future withdrawals:

Gaga ball pit - Includes 1 pit and 2 asphalt pads (\$15,000.00)
1 document cameras /Class (\$1,500.00)
Keyboard (\$2,000.00)
Maker Space Enhancements (\$2,000.00)
STEM Materials (\$1,000.00)
Ozobots (\$2,800.00)
Apple Pens (\$3,400.00)
Glassware - STEM (\$5,000.00)
In-School Presentations (\$2,000.00)
Portable Microphone System (\$2,100.00)
Basket ball Jersey's (\$1,050.00)
Bean bag chairs learning commons (\$1,000.00)
Visual Journals (\$5,000.00)
Total Budgeted Future Withdrawals (\$43,850.00)

Total Available funds as of February 29, 2024 \$24,590.47

Pending approval at the April 2024 meeting

Appendix B

Riverside School
107 6A Street NE
Calgary Alberta, T3E 0B7

Request for Funds from Riverside Parent Society

Please complete in full and return to the school office to be placed in the parent society mailbox.

Date of request submission:	<u>March 12 2024</u>
Name of person making request:	<u>Melanie MacDonald</u>
Position:	<u>Vice President of Student Council</u>
Department:	<u>NA</u>
Email address:	<u>melmickey@hotmail.com</u>
Amount of money requested:	<u>\$250.00</u>
Timing - When are the funds required?	<u>Apples for Earth Day</u>

Please provide details regarding what these funds will be used for:

The funds will be used to provide a snack to all the kids at participating in Earth Day activities

Please explain how the funds will impact student learning or experience:

The funds will be used to provide a healthy snack to all the kids.

How many students will it potentially benefit? (please explain)

All the students at Riverside

Are there other sources of funding being contributed? (grant, student, fundraising, curriculum budget)

No

Is there student involvement in this fundraising request, or is it curriculum or department driven?

No

Other comments:

Funding Request ID 032024001

*The Parent Society endeavours to review and respond to requests within 60 days of submission.
If the request is urgent or time sensitive, please indicate it in the box above. Please ensure you have provided your email address.*

Request for Funds

To be completed by Principal or appropriate level of school administration

Date received: _____
Date reviewed: _____
Administration Approved: Yes
If partial approval, please indicate the other source of funding:

Amount Approved: _____
Comments/analysis:

Decision Matrix	Low	High
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Enduring benefit to the school:		
Student specific benefit:		
Percentage population impact:		
Curriculum enrichment:		
Community/school spirit building:		

To be completed by Treasurer / President

Date of Meeting that request was received: _____ Society / Council

Principal Approved: Yes / No / Partial

Motion Approved / Defeated _____ Amount Approved: _____

Which Account?

Casino / Operating

Date Cheque Written:

Cheque Number:

For Casino Expenses:

Category:

AGLC Approval Required?

Yes / No

If "yes" - Date approval received:

Parent Society follow-up with requestor- *cc School Administration*

Date of follow up:

Method of follow up:

Council member:
