

**Athlone School Parent Council Meeting**  
Annual General Meeting  
September 21, 2023 - 6:00 p.m.  
Minutes

In Person

Call to order at 5:55pm

In Attendance – 6 parents, therefore quorum of 5% of student population was not established

- Principal - Ryan Miller [ryan.miller@sjasd.ca](mailto:ryan.miller@sjasd.ca)
- President - Melissa Maruca [bowes\\_melissa@hotmail.com](mailto:bowes_melissa@hotmail.com)
- Secretary - Janna Thomson [jcnovak79@gmail.com](mailto:jcnovak79@gmail.com)
- Treasurer - Katie McGregor [kmgregor016@gmail.com](mailto:kmgregor016@gmail.com)
- Shelley Cook [shelka79@hotmail.com](mailto:shelka79@hotmail.com)
- Amanda Jordan [mandajordana@gmail.com](mailto:mandajordana@gmail.com)
- Crystal Krzemiem [Crystal.lynnrose844@gmail.com](mailto:Crystal.lynnrose844@gmail.com)
- Ashlyn Bohonos [ashboho@gmail.com](mailto:ashboho@gmail.com)
- Pierre Attallah [p@ppalix.ca](mailto:p@ppalix.ca)

Attendees agreed to waive quorum in order to hold elections for executive positions. Motion to waive quorum was made by Janna Thomson, seconded by Ashlyn Bohonos.

Mr. Miller chaired the meeting, discussed the purpose Parent Committees and the different types (School Advisory Committee, Booster Committee, Parent Council, etc.), and the election of the Parent Council Executive was held. A brief description of the executive representatives was provided.

- Executive-President
  - Chairperson for Athlone School Parent Council (ASPC) monthly meetings and prepares the ASPC agenda for each meeting and brief newsletter following each meeting and sends to the Athlone School secretary via email
  - Knows the constitution, bylaws and meeting rules and ensures other members are familiar with these as it pertains to their positions.
  - Serves as spokesperson for the ASPC at extracurricular functions for school and school district events
  - Attends the transition meeting which takes place in September
  - Normally reviews all the correspondence forwarded to the ASPC at extracurricular functions for school and school district events
  - Attends the transition meeting which takes place in September
  - Normally reviews all the correspondence forwarded to the ASPC via the school mail slot
- Executive-Vice-President
  - Backup for the ASPC President
  - Has reviewed the constitution, bylaws and meeting rules
  - If the President is unable to attend the ASPC or school functions where the President is required, the Vice President normally fills in
  - Responsible for chairing the monthly ASPC meetings in the President's absence

- Attends the transition meeting which takes place in September
- Executive-Secretary
  - Responsible for recording the minutes for each ASPC meeting, typing them up and making them available to ASPC members prior to the next meeting, ensure copies are given to the Athlone School secretary to post on the website and sent to the School Board. Also ensure that copies are filled in the ASPC minute book with relevant handouts/reports from that meeting
  - Help with other correspondence as requested by the ASPC
  - Attend the transition meeting which takes place in September
  - Some typing and secretarial skills are desirable as is access to a computer.
- Executive-Treasurer
  - Responsible for maintaining the books during the school year and presenting an updated financial statement at each ASPC monthly meeting
  - Responsible for preparing the books for the annual audit and to follow up on any recommendations
  - Attend the transition meeting which takes place in September
  - Some general bookkeeping knowledge and access to a computer is desirable.

### Executive Elections

#### President

- Melissa Maruca was acclaimed as President

#### Vice President

- Crystal Krzemiem was acclaimed as Vice-President

#### Secretary

- Janna Thomson was acclaimed as Secretary

#### Treasurer

- Katie McGregor was acclaimed as Treasurer

### Parent Council General Discussion/New Business

#### 1. **Banking**

- Signatures required for the bank
  - Need to move forward with that
- Currently cannot spend any money
  - Janna to facilitate the changeover of signatures for the new executive with Katie.
  - 2 out of 3 signatures required for any cheques to be signed.
- In the past a letter has been sent to the bank (signed by principal)
- Copy of minutes required for the bank

**Action:** Janna – provide copy of meeting minutes for the bank.

2. **Fundraising Opportunities** - a brief discussion was held. A decision was made to start the school year off with *Show and Save* books again.

**Action:** Mel to contact Show and Save and initiate the fundraiser.

Other Potential Fundraisers/Activities were discussed, such as a having a Dance-a-Thon where the children collect pledges and a dance would be held over 2 periods (for example). The highest fund-raiser could win a prize or highest money per capita/classroom could win a pizza party. Another option brought forward was having movie night at the school – Parent Council would sell tickets, select a movie (max 90 minutes), purchase a license, bring a lawn chair.

3. **Shaded pergola/covered learning space:** Parent Council will revisit this shaded space once \$10,000 has been raised, outside any other expenses for the year.

4. **Fun Lunches** – Discussion was had about increasing the number of fun lunches to be held each year. Mel brought up the option of Healthy Hunger, where each classroom is set up, payments are made by the parents/guardians online. Parent Council would decide which “vendor” would be the provider for Fun Lunch. Discussion was had that we would like to have an option to pay without a credit card. The other option is giving the child to purchase an option with cash, and someone uses their credit card (after cash is collected) and purchases the item on behalf of the child(ren) who pay cash.

Ashlyn suggested Parent Council purchasing a juice box and a cookie for every child on the day of Fun Lunch so every child gets to participate and is able to have a treat.

**Action:** Mel will look into seeing if there is a Paypal option with Healthy Hunger.

5. **Athlone Apparel** – is online already and will be closing September 29<sup>th</sup>.

6. **Winter Concert** – the intent is for an in-person winter concert, to be held Thursday December 7<sup>th</sup>. Parent council will determine if a silent auction at the winter concert will be held.

7. **Next meeting date:** October 10, 2023 at 6pm in-person, Athlone library (all future meetings will be held on the first Tuesday of every month at 6pm).

Adjourn Meeting (18:50 PM)