



# Woodbridge Farms Parent Association Council

## Agenda

**Monday Sept 25, 2023, 19:35**  
**Woodbridge Farms School/Virtual**

**PARENT ASSOCIATION EXECUTIVE**  
**2023-2024**

President: Tara Lamabe  
 Vice President: Nana Thaver  
 Treasurer: Julie Ballhorn  
 Secretary: Mel Fawcett

Time	Item	Owner
19:35	1.0 Welcome/Introductions	
19:35	2.0 Old business and approval of last meeting's minutes <ul style="list-style-type: none"> <li>• March minutes deferred – Approval needed.</li> <li>• Approve May meeting minutes.</li> </ul>	Buddy Bench Plaques (\$200 approved at May meeting)
19:40	3.0 Approval of Agenda	
19:45	4.0 Treasurer Update <ul style="list-style-type: none"> <li>• Bank Balance September 1, 2023 \$15,705.37</li> <li>• Financial Statement to be shared and approved during AGM</li> </ul>	
19:50	5.0 Fundraising Update <ul style="list-style-type: none"> <li>• Fall 2023 Read-A-Thon               <ul style="list-style-type: none"> <li>○ Jessica and Taryn leading parent committee</li> <li>○ Update on school reading activities</li> </ul> </li> <li>• WEM Water Park \$35 – Will we be moving forward?</li> <li>• Stawnichy Sausage – prior to Easter (March 2024)</li> <li>• Spring Flowers – May 2024</li> </ul>	
20:00	6.0 Fundraising Request <ul style="list-style-type: none"> <li>• Terry Fox Run Snack               <ul style="list-style-type: none"> <li>○ school purchased granola bars.</li> </ul> </li> <li>• Additional requests from WBF staff</li> </ul>	
20:10	7.0 New Business <ul style="list-style-type: none"> <li>• Motion to approve purchase of new hot lunch bins</li> <li>• Motion to approve swimming bussing costs for 2023-24 school year (approved \$1,500; \$974.40 cost)</li> <li>• Motion to approve gift card purchases for students providing childcare during the SC/PA Meetings (\$20/ student/meeting in the past)</li> <li>• Motion to approve funds for Staff Appreciation for 2023-24 school year (approved \$1500 last year; \$1,115.95 cost)</li> </ul>	

**Check out our Facebook page Woodbridge Farms Elementary Parents Group**



# Woodbridge Farms Parent Association Council

## Agenda

Monday Sept 25, 2023, 19:35  
Woodbridge Farms School/Virtual

	<ul style="list-style-type: none"> <li>○ Plans for World Teacher Day October</li> <li>● Motion to approve funds for Staff Reimbursement (\$10/student), who receives funding, guidelines for spending</li> <li>● Motion to approve funds for Retirement/Farewell gifts for 2023-24 school year (approved \$500; \$424.40 cost)</li> <li>● Motion to approve funds for grade 6 farewell lunch for 2023-24 school year (approved \$600 last year; \$342.08 cost)</li> <li>● Halloween Dance - This is a successful and anticipated event for the children!             <ul style="list-style-type: none"> <li>○ October 27th - dance held in the evening</li> <li>○ Planning committee and volunteers needed.</li> </ul> </li> <li>● Hot Lunch             <ul style="list-style-type: none"> <li>○ current lead Tara Lamabe</li> <li>○ outline for the year</li> <li>○ possible committee members (review roles)</li> </ul> </li> <li>● Wee Wonderland             <ul style="list-style-type: none"> <li>○ lead Jamie Provencher</li> </ul> </li> <li>● Stawnichy Fundraiser             <ul style="list-style-type: none"> <li>○ lead Nana Thaver</li> </ul> </li> <li>● Spring Flowers             <ul style="list-style-type: none"> <li>○ lead Tara Lamabe</li> </ul> </li> </ul>	
20:30	8.0 Announcements	
20:30	9.0 Adjournment Next Meeting: Fall 2023	



**Woodbridge Farms Parent Association  
Minutes**

**September 25, 2023 at 19:06  
Woodbridge Farms Elementary School/Virtual**

President           Tara Lamabe  
Vice President    Nana Thaver  
Treasurer         Julie Ballhorn  
Secretary         Mel Fawcett

Agenda Item	Notes	Actions
<b>1.0 Welcome</b>	<b>Called to order: 19:06</b> by Julie Ballhorn	
<b>2.0 Old business and approval of last meeting's minutes</b>	<b>19:08</b> Leanne motions to approve March minutes. Jess 2 <sup>nd</sup> . All in favour. <b>19:09</b> Marco motions to approve May meeting minutes. Leanne 2 <sup>nd</sup> . All in favour.	Approved as circulated. Approved as circulated.
<b>3.0 Approval of Agenda</b>	<b>19:09</b> Alexia motions to approve current agenda. Jess 2 <sup>nd</sup> . All in favour.	Approved as circulated.
<b>4.0 Treasurer Update</b>	<b>19:10</b> <ul style="list-style-type: none"> <li>• Bank Balance September 1, 2023 \$15,705.37</li> <li>• Financial Statement to be shared and approved during AGM</li> </ul>	
<b>5.0 Fundraising Update</b>	<b>19:15</b> <ul style="list-style-type: none"> <li>• Fall 2023 Read-A-Thon November 24 2023. <ul style="list-style-type: none"> <li>• Jessica and Taryn leading parent committee</li> <li>• Meeting with Kari and Teri, forms will be sent Nov. 1</li> <li>• Parent volunteers needed to run reading stations at school on November 24</li> </ul> </li> <li>• WEM Water Park \$35 – Will we be moving forward? <ul style="list-style-type: none"> <li>• Move to next meeting.</li> <li>• Meagan to inquire about insurance needs and Mel to gather fundraising details.</li> </ul> </li> <li>• Stawnichy Sausage – prior to Easter (March 2024) <ul style="list-style-type: none"> <li>• Nana leading fundraiser</li> <li>• Volunteers needed- more information closer to date.</li> </ul> </li> </ul>	November; WEM Water Park Info



	<ul style="list-style-type: none"> <li>• Additional help needed, sign up genius will be sent out.</li> <li>• Hot Lunch <ul style="list-style-type: none"> <li>• Currently lead by Tara, Lori M. is interested in helping assist Tara with Hot Lunch activities</li> <li>• Hot lunch for grades 1-6.</li> <li>• Volunteers needed, sign up genius will be sent.</li> </ul> </li> <li>• Wee Wonderland <ul style="list-style-type: none"> <li>• Lead by Jamie and Laureen</li> </ul> </li> <li>• Stawnichy Fundraiser <ul style="list-style-type: none"> <li>• Lead by Nana</li> </ul> </li> <li>• Spring Flowers <ul style="list-style-type: none"> <li>• Lead by Tara</li> </ul> </li> </ul>	
<b>8.0 Announcements</b>		
<b>9.0 Adjournment</b>	Meeting adjourned at 20:15 Date: November 2023 Time: TBD Location: Woodbridge Farms Elementary and Virtual	



# Woodbridge Farms Parent Association Council Agenda

**Monday, November 27, 2023, 7:30pm**  
**Woodbridge Farms Elementary School / Virtual**

**PARENT ASSOCIATION  
EXECUTIVE  
2023-2024**

President: Nana Thaver  
Vice President: Jess Cook  
Treasurer: Taryn Bryenton  
Secretary: Mel Fawcett

Time	Item	Owner
7:30pm	1.0 Welcome/Introductions	Nana Thaver
7:30pm	2.0 Old business and approval of last meeting's minutes <ul style="list-style-type: none"> <li>● <a href="#">Sept 25 AGM</a></li> <li>● <a href="#">Sept 25 Meeting</a></li> </ul>	Nana Thaver
7:35pm	3.0 Approval of Agenda	Nana Thaver
7:40pm	4.0 Treasurer Update <ul style="list-style-type: none"> <li>● Bank balance: \$19,193</li> <li>● Profit: \$3,487</li> </ul>	Taryn Bryenton
7:45pm	5.0 Fundraising Update <ol style="list-style-type: none"> <li>1. Halloween Dance Update - Committee Update               <ul style="list-style-type: none"> <li>● Survey results</li> <li>● Discuss date for Oct 2024 date - Friday, Oct 25, 2024</li> </ul> </li> <li>2. Fall 2023 Read-A-Thon Update -Jess and Taryn               <ul style="list-style-type: none"> <li>● Update on school reading activities</li> </ul> </li> <li>3. Wee Wonderland - Jamie and Loreen</li> <li>4. Hot Lunch Update - Tara Lamabe               <ul style="list-style-type: none"> <li>● Bins Request</li> <li>● Feedback on ideas for vendors / lunch ideas</li> </ul> </li> <li>5. WEM Water Park \$35               <ul style="list-style-type: none"> <li>● Insurance Update - Meagan</li> <li>● Fundraising Update - Mel</li> </ul> </li> </ol>	
8:20pm	6.0 Fundraising Request <ul style="list-style-type: none"> <li>● Hot Chocolate &amp; Cookies Request -</li> </ul>	
8:25pm	7.0 New Business <ul style="list-style-type: none"> <li>● Buddy Bench Update - Tara</li> <li>● Harvest Basket - Nana               <ul style="list-style-type: none"> <li>○ New Committee needs?</li> <li>○ Italian Centre ask update</li> </ul> </li> <li>● Staff Appreciation New Committee - Nana               <ul style="list-style-type: none"> <li>○ Dec event</li> </ul> </li> <li>● Munch-a-lunch Update - Jess</li> <li>● Discussion - any other fundraising campaigns we should look at - Nana</li> </ul>	



# Woodbridge Farms Parent Association Council Agenda

**Monday, November 27, 2023, 7:30pm  
Woodbridge Farms Elementary School / Virtual**

8:40pm	8.0 Announcements	
8:45pm	9.0 Adjournment  Next Meeting Dates: <ul style="list-style-type: none"><li>● January 15, 2024 at 6:30pm</li><li>● March 11, 2024 at 6:30pm</li><li>● May 13, 2024 at 6:30pm</li></ul>	



## Woodbridge Farms Parent Association Council Minutes

**Monday, November 27, 2023, 7:30 PM**  
**Woodbridge Farms Elementary School/Virtual**

President: Nana Thaver  
 Vice President: Jessica Cook  
 Treasurer: Taryn Breynton  
 Secretary: Mel Fawcett

Agenda Item	Notes	Actions
<b>1.0 Welcome</b>	<b>Called to order: 7:34 p.m.</b>	
<b>2.0 Old business and approval of last meeting's minutes</b>	<p><b>7:34 p.m.</b> Julie motions to approve September minutes. Jess 2<sup>nd</sup>. All in favour.</p> <p><b>7:35 p.m.</b> Julie motions to approve September AGM minutes. Marco 2<sup>nd</sup>. All in favour.</p> <p>Urgent meeting of parent council executive October 13, 2023. Meeting minutes to be reviewed for approval in January.</p>	<p>Approved as circulated</p> <p>Approved as circulated</p> <p>Present Oct.13 minutes in January</p>
<b>3.0 Approval of Agenda</b>	<p><b>7:36 p.m.</b> Alexia motions to approve the current agenda. Leanne 2<sup>nd</sup>. All in favour.</p>	Approved as circulated.
<b>4.0 Treasurer Update</b>	<p><b>7:37 p.m.</b></p> <ul style="list-style-type: none"> <li>● Bank Balance: \$19,193</li> <li>● Profit: \$3.487</li> </ul>	



<p><b>5.0 Fundraising Update</b></p>	<p><b>7:38 p.m.</b></p> <ul style="list-style-type: none"> <li>● Halloween Dance Update <ul style="list-style-type: none"> <li>○ Future considerations- Results from survey <ul style="list-style-type: none"> <li>▪ Sensory Hour</li> <li>▪ Quiet zone, seating outside of gym</li> <li>▪ More seating in gym, brighten lighting and lowering audio</li> <li>▪ Manage entrance and concession traffic.</li> </ul> </li> <li>○ Date for Halloween Dance 2024 – <b>Friday, Oct 25, 2024</b></li> </ul> </li> <li>● Fall 2023 Read- A- Thon Update- Jess and Taryn <ul style="list-style-type: none"> <li>○ Raised \$5,500</li> <li>○ Positive feedback from students and volunteers.</li> </ul> </li> <li>● Wee Wonderland – December 13-14<sup>th</sup> <ul style="list-style-type: none"> <li>○ Volunteers needed – Sign Up Genius to follow</li> </ul> </li> <li>● Hot Lunch Update <ul style="list-style-type: none"> <li>○ Bins Request <ul style="list-style-type: none"> <li>▪ 12 new bins requested total \$341.23</li> <li>▪ Wee Wonderland can also use new bins</li> </ul> </li> <li>○ Feedback on idea for vendors / lunch ideas</li> </ul> </li> <li>● WEM Water Park \$35 <ul style="list-style-type: none"> <li>○ Rental Hours <ul style="list-style-type: none"> <li>▪ Friday 5:30 p.m. to 8:30 p.m. (low season) 6:30 p.m. to 9:30 p.m. (high season)</li> <li>▪ Saturday/Sunday 7:30 p.m. to 10:30 a.m. or 6:30 p.m. to 9:30 p.m.</li> </ul> </li> <li>○ Pricing includes all staff needed. 25% non-refundable deposit (max of \$5000) to secure date. Remaining balance is due upon ticket pick up. Latest time to pick up the tickets is 1 month prior to the event.</li> <li>○ Minimum resale price is \$35 <ul style="list-style-type: none"> <li>▪ 750 Tickets \$20,000</li> <li>▪ 1000 Tickets \$25,000</li> <li>▪ 1800 Tickets \$40,000</li> </ul> </li> <li>○ Insurance Update – Follow up needed</li> </ul> </li> </ul> <p><b>Questions: None</b></p>	<p>Inventory bins. Move to Jan. meeting.</p>
<p><b>6.0 Funding Requests</b></p>	<p><b>8:30 p.m.</b></p> <ul style="list-style-type: none"> <li>● Hot Chocolate &amp; Cookies for students December 19<sup>th</sup></li> </ul>	<p>Approved as circulated</p>

	<ul style="list-style-type: none"> <li>○ Leanne motions to approve \$300 for cookies and hot chocolate. 2<sup>nd</sup> by Jamie. All in favour.</li> </ul>	
<b>7.0 New Business</b>	<p><b>8:41 p.m.</b></p> <ul style="list-style-type: none"> <li>● Buddy Bench – Brainstorm ways to honour retirees.</li> <li>● Harvest Basket <ul style="list-style-type: none"> <li>○ Italian center open to donating food in January.</li> <li>○ Discuss with Save on Foods</li> </ul> </li> <li>● Staff Appreciation <ul style="list-style-type: none"> <li>○ Committee to form under school council to organize future events.</li> <li>○ Dec Event – Italian Center Platters during last week of class.</li> </ul> </li> <li>● Munch-a-Lunch <ul style="list-style-type: none"> <li>○ Allows the digitalization of fundraisers, hot lunch and other school events.</li> <li>○ Jess will assist with launching the program for Wee Wonderland</li> </ul> </li> </ul>	Move to next meeting.
<b>8.0 Announcements</b>	None	
<b>9.0 Adjournment</b>	<p>Meeting adjourned at 8:55 p.m.</p> <p>Next Meeting Dates:</p> <ul style="list-style-type: none"> <li>● January 15, 2024 at 6:30 p.m.</li> <li>● March 11, 2024 at 6:30 p.m.</li> <li>● May 13, 2024 at 6:30 p.m.</li> </ul>	



# Woodbridge Farms Parent Association Council Agenda

**Monday, January 15, 2024, 7:30pm**  
**Woodbridge Farms Elementary School / Virtual**

**PARENT ASSOCIATION  
EXECUTIVE  
2023-2024**

President: Nana Thaver  
Vice President: Jess Cook  
Treasurer: Taryn Bryenton  
Secretary: Mel Fawcett

Time	Item	Owner
7:15p	1.0 Welcome/Introductions	Nana Thaver
7:15p (5mins)	2.0 Old business and approval of last meeting's minutes (5mins) <ul style="list-style-type: none"> <li>● <a href="#">Oct 13, 2023 Emergency Meeting</a></li> <li>● <a href="#">Nov 27 WBFPA Meeting Minutes</a></li> </ul>	Nana Thaver
7:20p (5mins)	3.0 Approval of Agenda	Nana Thaver
7:25p (5mins)	4.0 Treasurer Update (5mins) <ul style="list-style-type: none"> <li>● Wee Wonderland update:</li> <li>● Bank balance: \$19,193</li> <li>● Profit: \$3,487</li> </ul>	Taryn Bryenton
7:30p (25mins)	5.0 Fundraising Update <ol style="list-style-type: none"> <li>1. Hot Chocolate / Cookies Day - Dec 19 - Nana (2mins) <ul style="list-style-type: none"> <li>● expenses?</li> </ul> </li> <li>2. Teacher Appreciation Lunch - Dec 20 - Jess? (3mins)</li> <li>3. Wee Wonderland - Jamie and Loreen (10mins) <ul style="list-style-type: none"> <li>● Wee Wonderland 2024 - Motion to approve budget</li> </ul> </li> <li>4. Hot Lunch Update - Tara Lamabe (10mins) <ul style="list-style-type: none"> <li>● Bins Request</li> <li>● Feedback on ideas for vendors / lunch ideas</li> </ul> </li> </ol>	Various
7:55p (10 mins)	6.0 Fundraising Request from the School <ul style="list-style-type: none"> <li>● ??</li> </ul>	
8:05p (25mins)	7.0 New Business <ul style="list-style-type: none"> <li>● <a href="#">Buddy Bench Update</a> - Nana (10mins) <ul style="list-style-type: none"> <li>○ Discussion 2024 retirees?</li> <li>○ Other ideas?</li> </ul> </li> <li>● Harvest Basket - Nana (10mins) <ul style="list-style-type: none"> <li>○ New Committee needs?</li> <li>○ Italian Centre ask update</li> </ul> </li> <li>● Staff Appreciation Update - Nana (2mins)</li> <li>● Snapshot of upcoming activities / fundraisers - Nana (3mins) <ul style="list-style-type: none"> <li>○ Stawnichy's (Nana)</li> <li>○ Spring Flowers (Tara)</li> </ul> </li> </ul>	



# Woodbridge Farms Parent Association Council Agenda

**Monday, January 15, 2024, 7:30pm**  
**Woodbridge Farms Elementary School / Virtual**

8:30p	8.0 Announcements	
8:30p	9.0 Adjournment  Next Meeting Dates (online & in person): <ul style="list-style-type: none"><li>• Monday, March 11, 2024</li><li>• Monday, May 13, 2024</li></ul>	



## Woodbridge Farms Parent Association Council Minutes

**Monday, January 15, 2024, 7:30 p.m.**  
**Woodbridge Farms Elementary School/Virtual**

President	Nana Thaver
Vice President	Jess Cook
Treasurer	Taryn Bryenton
Secretary	Mel Fawcett

Agenda Item	Notes	Actions
<b>1.0 Welcome</b>	<b>7:38 pm</b> Meeting called to order.	
<b>2.0 Old business and approval of last meeting's minutes</b>	<b>7:40 p.m.</b> Marco motions to approve October 12 Urgent Meeting minutes. Leanne 2nd. All in favour. <b>7:41 p.m.</b> Jess motions to approve November 27 Meeting minutes. Taryn 2nd. All in favour.	Approved as circulated.  Approved as circulated.
<b>3.0 Approval of Agenda</b>	<b>7:43 p.m.</b> Mel motions to approve the agenda. Megan 2nd. All in favour.	Approved as circulated.
<b>4.0 Treasurer Update</b>	<b>7:44 p.m.</b> <ul style="list-style-type: none"> <li>● Wee Wonderland update: Profit: \$4,703</li> <li>● Bank balance: \$24,442</li> <li>● Total Profit to YTD: \$8,737</li> </ul>	
<b>5.0 Fundraising Update</b>	<b>7:48 p.m.</b> Hot Chocolate and Cookie Day - Dec 19 <ul style="list-style-type: none"> <li>● Approved budget \$300</li> <li>● Total Expense: \$451.63               <ul style="list-style-type: none"> <li>○ Nana motions to approve \$151.63. Mel 1st, 2nd by Jess. All in favour.</li> </ul> </li> </ul> Teacher Appreciation Lunch - Dec 20- Thankyou to Jess for organizing December Lunch.  Wee Wonderland Update <ul style="list-style-type: none"> <li>● Spent \$ 4,994</li> <li>● Profit \$4703               <ul style="list-style-type: none"> <li>○ \$4486 profit</li> <li>○ \$217 remaining from donations</li> </ul> </li> </ul>	Approved as circulated.  School Council will lead future appreciation events, Parent Association will provide funding.

	<p><b>8:13 p.m.</b>  Motion to approve 2024 Wee Wonderland Budget.  <b>\$4500 to restock merchandise. \$217 to carry into 2024 donations.</b>  Marco 1st, 2nd by Jess. All in favour.</p> <ul style="list-style-type: none"> <li>● Wee Wonderland 2024 - Date TBD between Dec 2 - 20 <ul style="list-style-type: none"> <li>○ Requesting use of the gym for 4 days. 1 day to set up and 3 for students to shop.</li> <li>○ Requesting new bins for storage.</li> </ul> </li> </ul> <p><b>Hot Lunch Update</b></p> <ul style="list-style-type: none"> <li>● Bin request / Update and feedback <ul style="list-style-type: none"> <li>○ Bin request tabled until inventory is done with Wee Wonderland.</li> <li>○ Survey sent out to gather feedback. Will share when results are in.</li> </ul> </li> <li>● Hot lunch program to transition from HotLunch.net to MunchaLunch for 2024-2025 school year.</li> <li>● To ensure transparency and equal access to resources any programs used or paid for by the Parent Association will be accessible to all executive members of the School Council and Parent Association.</li> </ul>	<p>Approved as circulated.</p>
<p><b>6.0 Funding Requests</b></p>	<p><b>8:28 p.m.</b>  None</p>	
<p><b>7.0 New Business</b></p>	<p><b>8:30 p.m.</b>  <b>Buddy Bench Update</b></p> <ul style="list-style-type: none"> <li>● Incorrect spelling of names and dates of retirees, error to be corrected by Parent Association. <ul style="list-style-type: none"> <li>○ Option 1 \$1600</li> <li>○ Option 2 \$:1280</li> </ul> </li> </ul> <p>Jess motions to approve option 2, 2<sup>nd</sup> by Megan. All in favour.</p> <p><b>Harvest Basket</b> - Discussion with Italian Center to provide donations.  <b>Staff Appreciation Lunch</b> - School Council to lead, Parent Association to fund.  <b>Stawnichy Fundraiser</b> - prior to spring break- information to follow  <b>Spring Flowers</b> - Pickup prior to Mother's Day</p>	<p>Approved as circulated.</p>
<p><b>8.0 Announcements</b></p>	<p>None</p>	
<p><b>9.0 Adjournment</b></p>	<p><b>8:47 p.m.</b>  Next Meeting Dates:</p> <ul style="list-style-type: none"> <li>● Monday, March 11, 2024</li> <li>● Monday, May 13, 2024</li> </ul> <p>Location: Woodbridge Farms / Virtual</p>	



# Woodbridge Farms Parent Association Council Agenda

**Monday, March 11, 2024**  
**Woodbridge Elementary School / Virtual**

**PARENT ASSOCIATION EXECUTIVE 2023-2024**

President - Nana Thaver  
 Vice President – Jess Cook  
 Treasurer - Taryn Bryenton  
 Secretary - Mel Fawcett

Time	Item	Owner
7:15p	1.0 Welcome/Introductions	Nana Thaver
7:15p (3 mins)	2.0 Old business and approval of last meeting's minutes (5mins) <a href="#">Jan 15, 2024 Parent Association Meeting</a>	Nana Thaver
7:20p (2 mins)	3.0 Approval of Agenda	Nana Thaver
7:25p (10 mins)	4.0 Treasurer Update (5mins) <ul style="list-style-type: none"> <li>• Stawnichy's : Profit: \$2874</li> <li>• 100 Days: Profit: \$93</li> <li>• Bank balance: \$27,856</li> <li>• Total Profit to YTD: \$12,150</li> </ul>	Taryn Bryenton
7:30p (20 mins)	5.0 Fundraising Update <ul style="list-style-type: none"> <li>• Stawnichy's Update - Nana</li> <li>• <a href="#">Buddy Bench Update</a> - Nana (10mins)               <ul style="list-style-type: none"> <li>○ Other ideas?</li> </ul> </li> </ul>	Various
7:55p (10 mins)	6.0 Fundraising Request from the School <ul style="list-style-type: none"> <li>• School Spirit Day - \$3000</li> <li>• Alien Inline - \$TBD</li> </ul>	Kari Huk/ Teri Pearn
8:05p (15 mins)	7.0 New Business <ol style="list-style-type: none"> <li>1. Wee Wonderland - Nana/Jamie               <ol style="list-style-type: none"> <li>a. Survey results</li> <li>b. Committee for 2024</li> </ol> </li> <li>2. Spring Flowers - Nana/Tara</li> <li>3. Food Handling Permits - discussion (all)</li> <li>4. <a href="#">Grade 6 Farewell</a> - Nana</li> <li>5. Indigenous Day - discussion (all)</li> <li>6. Accounting Software (Taryn)</li> </ol>	Various



# Woodbridge Farms Parent Association Council Agenda

**Monday, March 11, 2024**  
**Woodbridge Elementary School / Virtual**

8:30p	8.0 Announcements	Nana Thaver
8:30p	9.0 Adjournment Next Meeting Dates (online & in person): <ul style="list-style-type: none"><li>Monday, May 13, 2024</li></ul>	Nana Thaver





## Woodbridge Farms Parent Association Council Minutes

**Monday, March 11, 2024, 7:30 p.m.**

**Place: Woodbridge Elementary School / Virtual**

President	Nana Thaver
Vice President	Jessica Cook
Treasurer	Taryn Breyton
Secretary	Mel Fawcett

Agenda Item	Notes	Actions
<b>1.0 Welcome</b>	<b>7:29 p.m.</b> Meeting called to order.	
<b>2.0 Old business and approval of last meeting's minutes</b>	<b>7:30 p.m.</b> Leanne motions to approve January minutes, 2nd by Jess. All in favour	Approved as circulated.
<b>3.0 Approval of Agenda</b>	<b>7:32 p.m.</b> Leanne motions to approve agenda, 2nd by Alexia, All in favour.	Approved as circulated.
<b>4.0 Treasurer Update</b>	<b>7:33 p.m</b> <ul style="list-style-type: none"> <li>● Stawnichy's : Profit: \$2874</li> <li>● 100 Days: Profit: \$93</li> <li>● Bank balance: \$27,856</li> <li>● Total Profit to YTD: \$12,150</li> </ul>	
<b>5.0 Fundraising Update</b>	<b>7:37 p.m.</b> <ul style="list-style-type: none"> <li>● Stawnichy pickup - March 14, 3 - 6 p.m.</li> <li>● Buddy Bench Update - Will reconcile misprinted plaques and end the program.</li> </ul>	

<b>6.0 Funding Requests</b>	<p><b>7:44 p.m.</b></p> <ul style="list-style-type: none"> <li>● School Spirit Day June 7th - last year was under \$2600</li> <li>● Requesting \$3000 <ul style="list-style-type: none"> <li>○ 7:38 p.m Marco motions to grant \$3000 for School Spirit Day, 2nd by Mel. All in favour</li> </ul> </li> <li>● Alien Inline - \$4 per student for one day. \$12 per student for 3 days. <ul style="list-style-type: none"> <li>○ 7:55 p.m. Jess motions to grant \$4000 for Alien Inline, 2nd by Jamie second, All in favour.</li> </ul> </li> </ul>	<p>Approved as circulated.</p> <p>Approved as circulated.</p>
<b>7.0 New Business</b>	<p><b>7:56 p.m.</b></p> <ul style="list-style-type: none"> <li>● Grade 6 Farewell - <ul style="list-style-type: none"> <li>○ Feedback: In lieu of lunch at the year end field trip, teachers would like the Parent Association to fund the field trip; bussing, lowering the cost and allowing more funds for additional field trips. .</li> <li>○ Mel will deliver food to Birch Bay and Farewell pizza party.</li> </ul> </li> <li>● Food Handling Permits - Parent volunteers to get food handling certificates and look into hotdog cookers through the County share program.</li> <li>● Spring Flowers - Fundraising for school activities. <ul style="list-style-type: none"> <li>○ Launch March 18th , push again after spring break; April 2nd.</li> <li>○ Orders due April 10th.</li> <li>○ Pick up May 15th.</li> </ul> </li> <li>● Wee Wonderland Committee- Planning for 2024 on April 4th, 5:30 p.m at Woodbridge Farms.</li> <li>● National Indigenous Day - Lunch on the Land June 21st</li> <li>● Accounting Software - is currently outdated, requesting the purchase of an updated program. <ul style="list-style-type: none"> <li>○ 8:23 p.m. Marco motions to approve up to \$500 for the purchase of new software, 2nd by Jess. All in favour.</li> </ul> </li> </ul>	<p>Will consider for 2024-2025 school year.</p> <p>\$600 approved previously</p> <p>Approved as circulated.</p>
<b>8.0 Announcements</b>	<p><b>None</b></p>	
<b>9.0 Adjournment</b>	<p>Meeting adjourned 8:24 p.m.  Next Meeting: Monday, May 13, 2024.  Woodbridge Elementary / Online.</p>	



# Woodbridge Farms Parent Association Council Agenda

**Monday, May 13, 2024, 7:30 PM**  
**Woodbridge Elementary School / Virtual**

**PARENT ASSOCIATION  
EXECUTIVE**

President – Nana Thaver  
Vice President – Jessica Cook  
Treasurer - Taryn Breyton  
Secretary - Mel Fawcett

Time	Item	Owner
7:30 PM	1.0 Welcome/Introductions	Nana
7:30 PM	2.0 Old business and approval of last meeting's minutes <a href="#">March 11 WBFPA Minutes</a>	Nana
7:35 PM	3.0 Approval of Agenda	Nana
7:35PM	4.0 Treasurer Update <ul style="list-style-type: none"> <li>• Stawnichy's : Profit: \$2953 update</li> <li>• Cotton candy: Profit: \$54</li> <li>• Mabel's labels: Income \$55</li> <li>• Salisbury Gift Cards: Profit \$380</li> <li>• Spring flowers: Profit \$834</li> <li>• Bank balance: \$28,204</li> <li>• Total Profit to YTD: \$11,548</li> </ul>	Taryn
7:45 PM	5.0 Fundraising Update <ul style="list-style-type: none"> <li>• Stawnichy's Update - Nana</li> <li>• Spring Flowers Update - Tara               <ul style="list-style-type: none"> <li>○ Pick up Wednesday May 15</li> </ul> </li> <li>• Salisbury Gift Card Update - Jess</li> </ul>	
7:55 PM	6.0 Fundraising Request <ul style="list-style-type: none"> <li>• Summer '24 School Activity -</li> <li>• Fall '24 School Activities -</li> </ul>	
8:00 PM	7.0 New Business <ul style="list-style-type: none"> <li>• Kinder Parent Association Welcome Package</li> <li>• School Spirit Day</li> <li>• Hot Lunch Updates for May / June</li> <li>• Lunch on the Land - June 21               <ul style="list-style-type: none"> <li>○ Bannock &amp; Beads</li> </ul> </li> <li>• School Supplies - Pre buy</li> <li>• Cotton Candy Day - June 17 &amp; 18</li> <li>• 2024/2025 Fundraisers / Activities:</li> </ul>	



# Woodbridge Farms Parent Association Council Agenda

**Monday, May 13, 2024, 7:30 PM**  
**Woodbridge Elementary School / Virtual**

	<ul style="list-style-type: none"><li>○ Birthday Card Boxes for 2024/2025</li><li>○ Read-a-thon / Math-a-thon</li><li>○ Stawnichy's - Kristen Catin</li><li>○ Wee Wonderland - Jamie</li><li>○ Spring Flowers / Gift Cards - TBD</li><li>○ Halloween Dance - Oct 25th -</li></ul>	
8:30 PM	8.0 Announcements <ul style="list-style-type: none"><li>● Sept AGM / Volunteer roles</li></ul>	
8:30 PM	9.0 Adjournment Next Meeting: September 2024	



## Woodbridge Farms Parent Association Council Minutes

**Date: Monday, May 13, 2024, 7:30 PM**  
**Place: Woodbridge Elementary School / Virtual**

President            Nana Thaver  
Vice President    Jessica Cook  
Treasurer         Taryn Breynton  
Secretary         Mel Fawcett

Agenda Item	Notes	Actions
<b>1.0 Welcome</b>	<b>7:02 PM</b>	
<b>2.0 Old business and approval of last meeting's minutes</b>	<b>7:04 PM</b> Jess motions to approve March meeting minutes. 2nd by Alexia. All in favour.	Approved as circulated.
<b>3.0 Approval of Agenda</b>	<b>7:05 PM</b> Mel motions to approve the agenda. 2nd by Jess. All in favour.	Approved as circulated.
<b>4.0 Treasurer Update</b>	<b>7:06 PM</b> <ul style="list-style-type: none"> <li>● Stawnichy's : Profit: \$2953</li> <li>● Cotton candy: Profit: \$54</li> <li>● Mabel's labels: Income \$55</li> <li>● Salisbury Gift Cards: Profit \$380</li> <li>● Spring flowers: Profit \$834</li> <li>● Bank balance: \$28,204</li> <li>● Total Profit to YTD: \$11,548</li> </ul>	
<b>5.0 Fundraising Update</b>	<b>7:10 PM</b> <ul style="list-style-type: none"> <li>● Stawnichy's Fundraiser, going forward, will be led by Kristen.</li> <li>● Spring Flowers               <ul style="list-style-type: none"> <li>○ Pick up Wednesday May 15</li> </ul> </li> <li>● Sign Up Genius and Munch A Lunch programs due for renewal.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Nana motions to not renew Sign Up Genius. 2nd by Mel. All in favour.</li> <li>● Munch a Lunch software due July 31. Fee: \$315. Program manages all fundraising and ordering needs.</li> <li>○ 7:25 PM, Nana motions to renew Munch A Lunch software, fee \$315. 2nd by Jess. All in favour</li> </ul>	<p>Approved as circulated.</p> <p>Approved as circulated.</p>
<b>6.0 Funding Requests</b>	<p><b>7:26 PM</b></p> <ul style="list-style-type: none"> <li>● Alien Inline approved for \$3000 in March - Event cancelled due to cost.</li> <li>○ 7:28 PM, Nana motions to amend the amount from \$3000 to \$3500 for School Enrichment activity to be completed before the end of the school year. 2nd Jess . All in favour.</li> <li>○ 7:30 PM, Nana motions to approve \$3500 for School Enrichment activity to be completed in 2024- 2025 school year. Jamie 2nd. All in favour.</li> </ul>	<p>Approved as circulated.</p> <p>Approved as circulated.</p>
<b>7.0 New Business</b>	<p><b>7:34 PM</b></p> <ul style="list-style-type: none"> <li>● Kinder Parent Association Welcome Package - Pamphlet to be included in the school package.</li> <li>● Hot Lunch Updates for May 24, 31 and June 7.</li> <li>● School Spirit Day - Popcorn machine - PTA</li> <li>● Cotton Candy Day - June 17 &amp; 18</li> <li>● Lunch on the Land - June 21 <ul style="list-style-type: none"> <li>○ Bannock - PTA to provide</li> </ul> </li> </ul> <p><b>2024/2025 Fundraisers / Activities:</b></p> <ul style="list-style-type: none"> <li>● Math-a-thon - Fall</li> <li>● Stawnichy's - Kristen</li> <li>● Wee Wonderland - Jamie <ul style="list-style-type: none"> <li>○ Wee Wonderland Shopping Budget. Additional funds are needed to purchase inventory over summer. -Jamie motions to approve \$4000 for Wee Wonderland inventory. 2nd by Nana. All in favour.</li> </ul> </li> <li>● Spring Flowers / Gift Cards - TBD</li> <li>● Halloween Dance - Oct 25th</li> </ul>	<p>Approved as circulated.</p>
<b>8.0 Announcements</b>	<p><b>7:50 PM</b></p> <ul style="list-style-type: none"> <li>● September AGM in the fall.</li> <li>● Volunteers are needed for executive positions and event leads.</li> </ul>	

<b>9.0 Adjournment</b>	<b>7:54 PM</b>	
	Next meeting: TBD	

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