

Camilla School Support Association Minutes

Camilla School

June 13, 2023 Time: 5:30pm

1. Attendance

Dan Stephen, Veronica Schoenberger, Lauren Whitson, Marla Zubiak, Amanda Paquette, Shallen Moore, Robyn Sheehan and Penny Fisher, Kevin Elias, Bonnie Borle, Deb Rowbotham

Call the meeting to order 5:30 PM

2. Adopt the minutes from May 16, 2023 meeting

- Motion by: Penny Fisher
- Seconded by: Amanda Paquette

3. Additions to the agenda

- None

4. Approval of the agenda

- Motion by: Penny Fisher
- Seconded by: Robyn Sheehan

5. Reports

- President / Vice President
 - Deb is stepping down as of today. She is grateful for a fun experience the past couple of years.
 - Thank you to Deb for all the help the past couple of years.
- Treasurer Report (attached to the Agenda)
 - Annual paperwork received for year end
 - Carol has prepared the financial report for year ending May 31, 2023
 - Auditors review complete and report are presented at AGM
 - The budget remaining \$11,050.22 (not including new items motioned today)
 - **Motion 1:** To cover the additional cost for May 2023 for the Grab and Go for a total of \$66.17 over and above the previously approved \$100.month.
 - Motion by: Penny Fisher
 - Seconded By: Deb Rowbotham
 - Motion carried.
 - **Motion 2:** To reimburse Marla Zubiak for the costs of the trees in the amount of 200.00.
 - Motion by:Amanda Paquette
 - Seconded By: Robyn Sheehan
 - Motion carried.
 - **Motion 3:** To cover the costs for the year end BBQ (hot dogs, a bag of chips and water) for all the kids. The estimated cost is \$1000. There is one receipt from Penny for the hot dogs for \$170.85.
 - Motion by: Penny Fisher

- Seconded By: Amanda Paquette
 - Motion carried.
- **Motion 4:** To reimburse Deb for covering the pizza for the badminton tournament. in the amount of \$168.77 as previously approved at the CSC meeting on May 16 2023.
 - Motion by: Amanda Paquette
 - Seconded By: Robyn Sheehan
 - Motion carried.
- **Motion 5:** To cover the cost of the field trip for the grade 1's in the amount of \$250.00.
 - Motion by: Robyn Sheehan
 - Seconded By: Penny Fisher
 - Motion carried.
- **Motion 6:** To cover the cost of the Grade 7 field trip the amount of \$250
 - Motion by: Deb Rowbotham
 - Seconded By: Penny Fisher
 - Motion carried.
- **Motion 7:** To cover the cost of the grade 9 farewell bussing to WEM in the amount of \$300.00, to come from school spirit category unless there is enough left in Field Trips category.
 - Motion by: Marla Zubiak
 - Seconded By: Lauren Whitson
 - Motion carried.
- The budget remaining \$11,050.22 (not including new items motioned)
- The bank balance for June 13, 2023 is \$25,881.85.
- Casino Chair
 - Lauren set up the online sign up sheet - we will need to ensure we keep pushing it.
 - Dan Asked when they pay out - Bonnie advised it would be quarterly. Early Q4 we hope to receive payment.
- Grant Chair
 - .Trees - Summer watering plan - will create a sign up and Marla and Veronica will ensure trees get watered.
 - Marla will stay on as grant chair if no one else wants it.
- Administration/Parent Council/Student
 - Introduced our new principal. Welcome Kevin Elias.
 - Thank you Deb for your contributions over the past few years.
 - Trees - Thank you Marla and council and rotary for the new trees.
 - Rock of Ages was a success. Looking forward to doing it next year. Grades 4 - 9. Looking into Footloose.
 - All expenses are now covered.

6. Old Business

- Casino - All set up.
- .Planting of trees
 - Summer months watering coordination.
 - Permitted to use the tap at the school for watering the trees.

7. New Business

- Fundraising Timeline
 - Due to a healthy bank account we can aim for 1 meat fundraiser in the spring.
 - We will have passive income with hot lunch and Boston Pizza fundraisers.
- AGM For Next Year - April 2023?
 - Will be one weird year of presenting the same fiscal financials due to moving the AGM but then would become the norm to present previous year financials at an April AGM. Everyone was in agreement to move the AGM to April.
- Amend Budget for 2023/2024
 - Since we didn't spend all the money in our 2022/2023 school year, it means we need to raise less the following year. We also have the flexibility as the CSSA to reallocate funds from one category to another as needed, so we aren't scrambling to spend where it isn't necessary.
 - *Field Trips* – We committed to \$300 per each of the 10 grades per year - \$3000. Would be good to note in the letters to parents that fundraised money has been put towards that particular field trip.
 - *Grab n Go* - stay with \$100 per month - \$1000
 - *Operational* (Ex. photocopying) - \$400
 - *Staff Appreciation* - Previous allowance for this category was \$1500. Agreement was reached to remove the Christmas Gift Cards (\$1250) and to include teacher going away gifts, and treats like coffee/donuts, PTI pizza, in this line item - \$600
 - School requests (CTS course equipment needs, music, art, band, athletics, transportation) - \$5000
 - School Spirit (t-shirts, pancake breakfasts, hot dog lunches, Christmas hampers, glow dances) \$5000 - Note Approx 520 students
 - That puts us at \$15,000 expenditure budget, with what we have in the bank now and expected revenue for next year, we have enough to cover two years. .
 - A recap of our 2022/2023 expenditures:
 - From September 2022-May 2023, the CSSA has supported Camilla School on the following items:
 - Grab and Go (lunch items) - \$682.53
 - CSSA Operating Expenses (photocopying) - \$116.94
 - Staff Appreciation (Teacher Christmas gifts cards / PT pizza) - \$1498.24
 - Field trips - \$1000
 - Parent Learning Snacks - \$142.84
 - Christmas Hampers - \$388.28
 - Rock of Ages - \$1197.24
 - Total Expenditures from September 2022-May 2023= \$5150.98
 - *Still more expenses to be added for June*

8. Celebrations

- Thank you to Marla and Ciara for all your hard work.
- Thank you to Ciara for taking care of the casino task.
- Thank you to Bonnie Borle for mentoring us with the Casino.
- Thank you to Deb Rowbotham for all your hard work the past couple of years.

9. Meeting Adjourned 6:02 pm

Next Meeting: September 19, 2023 6:30 pm TBD