



**MINUTES**  
**Woodbridge Farms Parent Association**  
**May 28, 2019**  
**7:30-8:30pm**  
**Woodbridge Farms Elementary School Library**

President            Tara Lamabe  
Vice President    Jodi Craik  
Treasurer          Julie Ballhorn  
Secretary          Lori Lehman

<b>Agenda Item</b>	<b>Notes</b>	<b>Actions</b>
<b>1.0 Old business and approval of last meeting's minutes (April 2019)</b>	<ul style="list-style-type: none"><li>- January minutes approved, motion by Alison A, seconded by Alexia F, all in favour, approved</li><li>- quorum not met for April meeting, minutes reviewed</li><li>- Jamie P motioned to approve agenda, seconded by Alison A, all in favour, approved</li></ul>	JANUARY Minutes APPROVED as circulated Agenda APPROVED as circulated  APPROVED: provide \$500 to Stollery via

**Woodbridge Farms School Council**

	<p>-Ratification of executive’s decision to provide \$500 for Stollery donation on Sports Day to Nitza’s Pizza - motion by Tara L, seconded by Julie B - all in favour, motion carried</p> <p>- Ratification of executives decision to increase funding for Grade 6 farewell, Motion by LL to increase funding to cover the cost of purchasing the same items from last year for the increased number of students by Lori L, seconded by Ashlee S, all in favour, approved</p> <p>- WBF administration requested \$10 000 for additional books for classrooms, Motion to approve by Alison A, seconded by Ashlee S, vite 14 for 2 opposed, motion carried</p> <p>- Update on prize winners for Box of Cards Fundraiser</p> <ul style="list-style-type: none"> <li>● Grade 1A won the pizza party</li> <li>● iPod winner - Wong in 4Z</li> <li>● Gift cards - Friesen 2PM, Zacharauk 2PM, Schroter 1A, Robicheau 1A</li> </ul> <p>- Update on Retiring Staff - Mrs d’Lima</p>	<p>Nitza’s Pizza on Sports Day</p> <p>APPROVED: PA will cover the cost of buying the same items from last year for increased number of students this year</p> <p>APPROVED: PA will fund \$10 000 for additional books for classrooms</p>
<b>2.0 Year in Review</b>	Year in Review reviewed and attached	
<b>3.0 Financial Report</b>	Provided by Julie B and reviewed	
<b>4.0 Overview of WBFPA Position Descriptions</b>	Reviewed and attached, no questions posed	
<b>6.0 Election of 2019-2020 WBFPA Executive</b>	<p>President - Tara Lamabe nominated by Khristi E, seconded by Jamie P, accepted by Tara L, call for further nominations x3, no further nominations. Tara Lamabe elected</p> <p>Vice President - Ashlee Salmons nominated by Alision A, seconded by Tara L, accepted, call for further nominations x3, no further nominations. Ashlee Salmons elected</p> <p>Secretary - no nominations, election deferred to September</p> <p>Treasurer - Julie Ballhorn nominated by Jodi C, seconded by Tara L, accepted. Call for further nominees x3, no other nominations. Julie Ballhorn elected.</p>	<p>2019/2020 PA Executive</p> <p>President - Tara Lamabe</p> <p>Vice President - Ashlee Salmons</p> <p>Secretary - vacant</p> <p>Treasurer - Julie Ballhorn</p>
<b>7.0 Additional Business</b>	Motion made by Khristi E to fund cookies & icing for National Indigenous Days, seconded by Jodi C, all in favour, motion carried.	APPROVED: PA to fund cookies and icing

Woodbridge Farms School Council

	Financial audit volunteers: Jaimie E, Alison A	for National Aboriginal Peoples Day  ACTION: to review bylaws at September 2019 meeting to ensure following same
<b>Date of Next Meeting</b>	Date: September 2019 Time: 7:30pm Location: Woodbridge Farms School Library – childcare available	
<b>Adjournment</b>	Meeting was adjourned at 8:15pm	

# Annual Report

## Reporting Year: 2018-2019

### Executive:

- Tara Lamabe, President
- Jodi Craik, Vice President
- Julie Ballhorn, Treasurer
- Lori Lehman, Secretary

### Meeting Dates:

- September 25
- October 24
- November 27
- December - no meeting
- January 23
- February 26
- March - no meeting
- April 24
- May 28 - Annual General Meeting/elections

### Parent Association Activities:

- Fundraisers: (\*=new this year)
  - Halloween Dance
  - Stawnichy's Sausage Fundraiser
  - Hot Lunch
  - Poinsettias
  - Spring Flowers
  - Wee Wonderland
  - Spring Dance
  - Lovable Labels fundraiser
  - Wowser Wear/Spirit Wear
  - SPUD
  - \*Box of Cards

- Funded:
  - BBQ rental for Meet the teacher BBQ
  - \$10 per Student Resource Fee
  - \$10 000 for classroom libraries
  - Pizza lunch on sports day
  - Matching Donations to the Stollery on Sports Day
  - Teacher Appreciation lunch and tea
  - Young Authors Conference
  - Appreciation gifts to retiring staff
  - Grade 6 Farewell
  - Rocks & Rings
  - Polar Express snack
  - Terry Fox Run snack
- Ongoing operating fees: computer security, insurance, bank fees & service charges

**Woodbridge Farms Parent Association Positions Descriptions:**

**President**

The President shall have general knowledge of all activities of the Association. He/she will be an ex-officio member of all Committees as defined by Robert's Rules of Order. The President shall be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the Association. He/she shall, when present, preside at all meetings of the Association and of the Board. The President will be the chief spokesperson for the Association, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

**Vice President**

The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

**Secretary**

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board. The Secretary shall also keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.

**Treasurer**

The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly

audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The signing authorities of the financial accounts will be any two of the elected Officers of the Association