

DRBS School Development Association Minutes

September 17, 2024

Meeting called to order at 7:31pm

Attendees

Nick Berdusco	Jenn Lowry
Mitra Zare	Jamie-Lynn Leci
Jacqui Lund	Diana Lasso
Teresa	Chris Kozelj
Lin Cheng	Theresa Phan
Nicole Leung	Karen Wotton
Andrea Suarez	Natasha Monk
Cheryl Balfour	<u>Online</u>
Johanna Tugbo	Sadaf Burham
Lauren Ing	

Motion to approve the agenda for this meeting made by Jamie-Lynn Leci, seconded by Jacqui Lund.
Motion carried.

Treasurer's Report – Natasha

Financial Statements Review:

Year-end: August 31st.

Financial statements will be presented quarterly.

Budget for 2025 has already been approved.

Chris will audit the financial statements this year.

Draft financials are ready, but some items are still pending inclusion.

Revenue & Expenses:

Revenue is slightly above budget.

Expenses are slightly under budget, though waiting for a few invoices. Once finalized, the budget will be very close to actuals.

Cheque Drive proceeds are targeted towards the Teacher's Fund.

Playground Funding:

The school has qualified for an additional \$50,000 top-up for the playground project, with more details to be provided by Chris.

Cash in the bank: \$80,000 in cash at the end of the year, primarily earmarked for the playground completion.

\$40,000 is already on account with the grantor for the playground, which will be the last funds used from this source.

Cash Flow & Casino Revenue:

Q - Are we in good shape until the casino revenue comes in during spring? Yes, the plan is to maximize the use of the Education Matters Fund and grant money. With the additional \$50k grant, the financial position is solid.

The next casino payment is expected to be \$75,000 every 18 months, which can skew the annual financial results.

A cheque of \$2,400 will be needed for the casino advisors in the coming months.

Sports day:

Suggestion for next year: The food truck would give back 15% of sales, potentially generating \$700-\$1,500. This could help offset costs for the event.

Insurance:

Working on updating insurance, with an update expected at the next meeting.

Halloween Dance Update – Andrea

Date: October 18

Location: Strathcona Community Association (SCA)

Moved to Strathcona Community Association to avoid rental costs at the school.

Event Timing: 5:30 PM to 8:30 PM, with staggered entry. Younger children will enter first to manage crowd flow and give them a chance to have fun before it gets too busy.

Ticketing:

Tickets go on sale through Healthy Hunger on October 1.

600 tickets available, priced at \$15 per person, which includes a photobooth picture.

Immediate families get first priority for tickets, with extended families able to buy if capacity allows.

Event Setup & Activities:

Food trucks, DJ, photo booth, Zumba, games, and art activities planned

Quiet spaces will be available for kids who prefer less stimulation.

Seeking additional sponsors for face painting and other activities.

Fundraising:

Fundraising items include cake pops, beverages, and glow merchandise, with pre-orders available on Healthy Hunger. Cash will be preferred at the event.

Impressions Ortho has contributed, and additional sponsorships are being sought.

The event invitation and FAQ for parents have been drafted and will be distributed soon.

Volunteers:

SignUp Genius is being created to recruit volunteers.

Panago Pizza is being approached to sponsor food for volunteers.

Encourage volunteers to bring any backyard games they are willing to lend for the event.

Explore the possibility of having grade 6 students help run the games station to provide a leadership opportunity.

Clarify the supervision requirements for volunteers with children attending the event.

Logistics:

The event rental is paid, but a \$500 damage deposit is needed. Andrea can cover this, with the Development Association agreeing to provide support.

Secure credit card or other method for the \$500 damage deposit for the venue.

A meeting with Food Truck YYC is planned to finalize truck availability and address garbage disposal concerns. Jacqui has offered to provide large trash cans.

The SCA has 6 coat racks available, but may need more hangers.

Explore options for additional coat racks or hangers if needed.

Q- staged entry with older kids? It's suggested so if you have 2 kids in school everyone can come at once.

Playground Update

Basketball Courts and Spider Climber: The major work on the basketball courts and the spider climber has been completed.

Upcoming Work:

Laser lines will be painted on the asphalt soon, which will include:

Four Square game lines, Basketball court lines

Gaga Ball: Two smaller gaga ball units will be added to the grassy area just south of the newly paved section, funded by a new grant.

A plaque will be placed to acknowledge the grant. The plaque cost will be covered by the school.

Additional grant requirements include creating a testimonial (write-up, video, and pictures) to document and showcase the project.

Q - Will nets be provided for the basketball courts? It's being looked into. Nylon nets tend to get damaged easily, so alternatives are being considered.

Outdoor Classroom & Maintenance:

The outdoor area was watered over the summer.

Any dead trees will be replaced next spring.

A solution is needed for managing the mulch in the outdoor classroom area.

Acknowledgements:

Thanks to Chris and Carrie for the hard work and coordination on the playground and outdoor area improvements.

Other Update

Grant Follow-Up:

There may be a need for follow-up on the previous grant, particularly regarding financial statements.

Natasha will follow up on this matter.

New Top-Up Grant:

A new top-up grant is available, offering up to \$50,000.

The grant is matched funding, meaning we must spend an equal amount to receive the full amount.

Casino Event:

Dates: February 28 and March 1 (Friday-Saturday) at Cowboys Casino.

The same advisors from last year will be assisting with the casino.

A form and volunteer list need to be submitted by mid-December, with all positions filled.

Last time, the volunteer roster fell short, so we need to be more proactive this year.

About 30 shifts need to be filled, and this must be finalized 65 days before the event.

Movie Night:

Consideration is needed to ensure that Movie Night dates do not overlap with other events or place an over-ask on volunteers.

Dance Event:

Q - Is there a ticket cap for the dance event? Yes, the fire capacity limits the number of tickets available. Once the tickets sell out, no additional tickets will be issued.

Meeting adjourned at 8:17pm.