

## Brookwood School Association

### Meeting Minutes

April 24, 2023

In attendance: Karen Stride-Goudie, Rosanne McIntyre, Nicole Patras, Doug Lorenz, Tyneal Johnson, Lisa Huffman, Angele Medeiros, Melody Bertrand, and Nadine Horner

Meeting called to order at 8:20pm

1. **Welcome & Introductions:** already took care of these in the council meeting

2. **Approval of Agenda:** Tyneal motions to approve the agenda as distributed. Angele seconds the motion.

3. **Approval of Meeting Minutes (March 20, 2023):** Tyneal motions to approve the minutes as distributed. Angele seconds the motion.

4. **Book Fair:**

- Sales of \$7,600, everything was more expensive and the coordinators did give quite a few books, supplies away, along with the wishing well prizes. 70% of the sales are earned for library rewards - Brookwood still has ~\$8,000 in rewards funds available for use prior to the book fair.

- The coffee/donuts for teachers on first morning were well received.

- Some discussion of ideas to better explain and advertise the class wish lists. Ideas to simplify the ballot boxes next year

5. **School sign:**

- Tyneal obtained a quote for an LED sign to replace the standard school sign on King St in front of parking lot. For an outdoor, 8ft x 4ft double sided LED sign quoted price is \$46,000 which does not include electrical connection. There is an additional \$8-10K for the base to keep it lower to the ground.

- Discussion of different options, other school signs to consider. Issue of electrical connection and parking lot considerations. To be revisited next meeting.

6. **Treasurer Report (Tyneal Johnson):**

- \$26,223 in casino account

- \$95,219 in general account

Total funds of \$121,442

- Net income to date of \$2,559 but expenses still to be paid include staff appreciation of \$800, Grade 4 Farewell \$1,000 (increased from \$500 to account for higher prices) and Hot Lunch of ~\$5,000. Hot lunch has not been making much of a profit as the gluten free options lose money whereas standard options offset the loss. Some discussion of potential revisions to pricing for next year.

7. **Staff appreciation lunch (May 19 PD Day)**

- A google form will be prepared and sent out to teachers for lunch selections and preferences.

- There will also be a raffle with prize for Mayfield dinner theater and hotel (the extra prize that was received from the read-a-thon prize donation)

8. **Other items**

- Tyneal announced her intent to step down from Treasurer for the 2024/25 school year. Ideally, she will be happy to train the next Treasurer during 2023/24 school year.

- Grade 4 track meet - may not be able to pre-order food after all

- Grade 4 farewell - **\*\*Angele Medeiros motions to fund \$1,000 for the Grade 4 farewell meal. Tyneal Johnson seconds the motion. All in favour, carried.**

- Hot Lunch - **\*\*Angele Medeiros motions to pay \$350 for hot lunch expenses in advance of reimbursement from hot lunch fees. Tyneal Johnson seconds. All in favour, carried.**

- Open house for 2024/25 school year - discussion that we need to coordinate more food for this year as we ran out of cookies last event. Also suggestion that we request some Grade 4 student volunteers to help with the table.

**9. Confirmation of Next Meeting Date:**

- Monday, May 29, 2023 @ 6:30pm in the art room following the School Council meeting (30 minutes earlier)

**11. Meeting Adjourn:**

- Motion to adjourn. 8:56 pm