

Brookwood School Association Meeting Minutes

September 12, 2024

- Meeting called to order upon the completion of the School Council meeting
 - Approval of Agenda
 - Approved by Melody, Second by Lisa
 - Approval of Previous Meeting Minutes
 - Approved by Melody, Second by Brad
 - Additions (if applicable)
 - Book Fair Update
1. Treasurer Report (Lisa Huffman)
 - Casino Account: \$15, 573; General Account: \$77, 173
 - Last year, including Hot Lunch, all our income totaled \$99,297
 - Last year, all our expenses (including the additional expenses we approved throughout the year from the Brookwood Admin Wish List) totaled \$102,168
 - This resulted in a year profit of -\$2871.00; Even though we operated at a loss, we still have a healthy bank account
 2. 2024/2025 Operating Budget
 - This year, we are purchasing the 6 swings for the kindergarten side of the playground - this will use up the majority of what is left in our Casino Account, plus a large chunk of the General Account
 - Our school is scheduled to have a Casino Fundraiser this November, so our Casino Account will be replenished early 2025; amount depending on how well the casino fundraiser does
 - Because we also pay for a large portion of the Grade 4 Ski Trip, we feel that this year we will be more budget-cautious as our operating budget alone is \$25,000 a year, and we want to ensure we have a healthy budget for future expenses
 - This year we received a Brookwood Admin Wish list.
 - i. The first section of it is educational subscriptions. The subscriptions for RAZ Kids, Mathletics and Generation Genius come to a combined total of \$9,100.00
 - ii. The second section is other items that have been covered in other years. Cultural events for plays and shows plus the Grade 4 Ski Trip come to a combined total of \$11,100
 - iii. As a group, we discussed that due to the budget and what we are looking at for expenses this year, if we were going to choose 1 we would choose the Cultural Events and Grade 4 Ski Trip as this gives new opportunities to our students, and allows more kids to attend the ski trip in a more affordable manner vs. reimbursing the school for their already paid for subscriptions
 1. note that covering the expenses of the subscriptions has only been approved and agreed upon when we had the extra means to do so; not a guaranteed yearly commitment
 3. Swings for the Kindergarten/Grade 1 Side of the Playground
 - We got 3 proposals from companies for the 6 swings to be installed on the Kindergarten/Grade 1 side of the playground

- The group as a whole (with the exception of Angele as per a conflict of interest) all voted to use CRS - Canadian Recreation Solutions, local out of Sherwood Park and send the estimate to Serge at PSD to have it approved before we moved forward
 - **On September 19**, Tyneal sent out an email to all of the association members, making a motion to go ahead and pay the deposit of the swing set to CRS, as Serge from PSD approved our selections and gave us the go ahead to proceed
 - i. Melody second the motion via email, others voted in favor to proceed via email
 - By placing this vote, and ordering when we did, we have a chance of getting our swing sets delivered by October 18 - in hopes of having them installed and completed for winter (yay!!)
4. Hot Lunch Session 1
- The menu options for hot lunch session 1 was approved by Lisa, Tyneal second, and the group was all in favor to proceed; this year we are incorporating Bite to Eat as another option that we are all looking forward too
5. Club Moo Session 1
- Will begin October 10 and will be having a cash day as usual; Susan is doing awesome and has her plans all set out for the year
6. 2024/2025 Insurance
- Lisa made a motion to approve the payment of the 2024/2025 insurance premiums for our council and association; Melody approved, Tyneal second, and the group was all in favor to proceed to pay this years insurance premiums
7. November Casino Fundraiser Nights
- We have our upcoming Casino Night Fundraiser at Century Casino in St. Albert on Thursday, November 28 and Friday, November 29
 - We will need 13 volunteers per day, 26 in total
 - Last casino fundraiser we had, our casino advisor had her helpers cover over 17 of our 16 shifts due to a lack of volunteers
 - If we do not see a significant commitment from Brookwood volunteers, Tyneal will forfeit our dates and allow another organization to take them and we will not be given another set of dates for 3-4 years
8. Fundraisers for the Year
- We talked about doing Art Cards again this fall, the Read-A-Thon in the new year, Calahoo Meats again in June, and discussed the idea of a Spring Fling dance to support the school and community, possibly joining with Woodhaven for a Water Park tickets/night
9. Book Fair
- Our October book fair will be taking place during the week of October 21 to 24th, alongside Parent Teacher Interviews.
 - We will need roughly 11 volunteers throughout the afternoon and some evenings
 - The profits of the Book Fair do not go into our bank account, but rather become rewards towards our Library
- Confirmation of Meeting Dates & Times/Next Meeting Date(s)

- Upcoming Meeting(s):
 - Tuesday, October 15, 2024 at 7:30 p.m. in the Brookwood School Office Conference Room or Art Room
- Meeting adjourned.