

ROYAL SCHOOL PARENT CONNECTION

# RSPC Parent Connection Meeting Minutes

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15 JANUARY 2025 / 6:00 PM / ROYAL SCHOOL LIBRARY

The Meeting was called to order at 6:03 pm by Kara Spittal, Chair.

## ATTENDEES

### Executive Members In Attendance:

Jani Sorensen, Natasha Griffiths, Tricia Sutherland, Monica Gill, Heather Mudry, Kara Spittal

### Other Members In Attendance:

Jessie Thiessen, Sunny Yin, Leanna Williams, Tanis Thiessen, Robyn Liddle, Aly Hildebrand

## APPROVAL OF MINUTES

**Motion:** Approve the November 2024 meeting minutes.

**Moved by:** Natasha Griffiths. **Seconded by:** Leanna Williams **Passed.**

## PRINCIPAL'S UPDATE

### Royal School Plan

Tanis presented information regarding the Pembina Trails Cyber Security incident that occurred on December 3rd. She detailed how the school was affected and the progress in returning to full operations.

Notes from Tanis's presentation can be found in the meeting minutes folder [here](#).

## ACTION ITEMS

### Jani

- Communication for movie night.
- Handout for Kindergarten Information Night

### Kara

- Plan speech for Kindergarten Information Night

### Tricia

- Transfer fun lunch proceeds (from Nov. 27th) to the field trip fund.
- Reconcile movie night snack pack orders

### Tanis

- Send info re: food licence to Bingo/Movie Night committee

## NEW BUSINESS

### Welcome & Intro

Deferred to prioritize other items.

### Financial Update

Tricia shared the financial update. See [treasurer's report folder](#) for January update.

**Division Support:** \$375 received from the division to support the group. It may or may not be received annually, and no specific guidance was provided on how to allocate it. The funds have been added to the general balance.

**Square Payment System:** Discussion on payment options for upcoming events, including QR code links or a physical Square reader (\$70 to purchase). Fees vary depending on the payment method.

### Fun Lunch Update

The first Fun Lunch raised \$580. This month's McDonald's order has a lower profit margin due to vendor price increases.

No Fun Lunch in March due to bingo night.

**Profit Margin Discussion:** Typically, the profit margin is around \$3 per meal, but for McDonald's, it's reduced to \$1.50 to \$2. To accommodate families at the last fun lunch, extra meals were ordered to

ensure no child went without. A consideration was made to eliminate drinks and snacks to reduce costs, as some families are bringing in their own restaurant meals.

## Playground Update

Deferred to February meeting.

## Communication Board Update

A meeting is scheduled for January 31st to finalize the location of the communication board. Follow-up with John Henry is pending. Further details regarding costs, estimates, and location requests will be shared after the meeting.

## Holiday Market Update and Leftover Donations

Tanis extended the holiday market to 7 school days to ensure everyone had a chance to participate. 111 individuals (kids and adults) received gifts. Leftover items were collected to be redistributed via the Salvation Army.

A donation of coats was made to "Koats for Kids" using the excess from the lending library.

## Update on Feb Community Event

The community event has shifted to a **Movie Night** on **February 13th** (6:30 PM - 8:00 PM).

- **Cost:** \$6 per person (includes popcorn, candy, and juice).
- **Popcorn Machine Rental:** \$2.19 per package.
- **Attendance Estimate:** 100 people.
- **Food Package:** Two options—\$5 or \$6 food packages, with the potential to raise \$300 for \$5 packages and \$400 for \$6 packages with 100 attendees.
- **RSVP:** Trish will reconcile e-transfers (Action Item).
- **Movie Selection:** Parents can vote on three movie options via the Google RSVP form:
- No outside food or drinks allowed. The event is advertised as a **community event** with bundled food options.

**Motion:** allocate **\$300** to spend on supplies for the movie night.

**Moved by:** Leanna **Executive Approval:** Heather and Jani. **Passed.**

## Proposal of March Community Fundraising Event

Due to the need for multiple licenses (Bingo, Raffle), it was decided that Bingo Night would be moved to **March 17th** (Monday after the long weekend).

The group's charity status has been re-approved, but some licenses (Bingo and Raffle) take 2-4 weeks to process, so the event would not be ready by February 13th.

**Budget Request:** \$800 for the event, with a potential profit of \$2,000. Leftover food could be added to the Fun Lunch inventory.

**Prizes:**

- Kids' prizes: Tub of toys
- Adults' prizes: Gift cards
- **Grand Prize:** Fire tablet (one entry per bingo card purchased, no pre-sale).

**Motion:** allocate **\$800** to spend on supplies for the bingo night.

**Moved by:** Jani **Executive Approval:** Kara and Heather **Passed.**

### **Request for Science Books (Grade 3/4) on Behalf of Ms. Dzik**

Ms. Dzik had requested science books for the Grade 3/4 class through her class rep, and the need has been met by the school.

### **Proposal for Royal Staff Appreciation Treat**

The proposal will be discussed offline.

### **RSPC Proposed Constitution Updates**

The proposed constitution updates will be moved to the next meeting for further discussion.

### **Kindergarten Information Night**

Kara expressed interest in introducing herself to the Kindergarten parents to engage more parents in the community. Jani will have a handout available for parents.

## **AGENDA ITEMS ADDED FOR NEXT MEETING**

- Playground update
- RSPC Proposed Constitution Updates

## **ADJOURNMENT**

Kara adjourned the meeting at 7:30pm. The next Royal School Parent Connection Meeting will be held at 6:00 PM on February 19, 2025 in the Royal School library and virtually via. Teams.

**Minutes Submitted By:** Heather Mudry, Secretary