

Tanbridge Academy Parent Association Minutes



Date: September 13, 2023
Time: 6:30pm
Where: Private Residence

Executive Council Members in attendance:

Scott M – President
Andrew L – Vice President
Ryan L – Treasurer
Sharlene L – Fundraising Coordinator
Kelly – Fundraising Assistant
Erin H - Secretary

Others in attendance:

Lisa M

Tanbridge School Principal or VP in attendance:

None

1. Call to order

- 1.1. Meeting called to order at 6:28pm
- 1.2. Attending: As above
- 1.3. School Representative: None

2. Welcome and Introductions and any additions to the agenda:

- 2.1. No additions

3. Approval of Agenda

- 3.1. Agenda approved by Sharlene
- 3.2. Agenda seconded by Ryan

4. Approval of Last Meeting Minutes

- 4.1. Minutes approval by Ryan
- 4.2. Minutes seconded by Andrew

5. Event Calendar and Ideas

- 5.1. Cookie decorating option
- 5.2. Giving back through TAPA
 - 5.2.1. Adopt a Family
 - 5.2.2. Food Drive – competition between classes – winning is a pizza party
 - 5.2.3. Toy Drive
 - 5.2.4. Personal Care Items
 - 5.2.5. Senior Secret Service
- 5.3. Recognition for Teachers
 - 5.3.1. Parent Teacher Interviews – supply food

5.3.2. Treats at Christmas

- 5.3.2.1. Parents donate cookies
- 5.3.2.2. TAPA fills container to give each teacher with a card
- 5.3.2.3. Gift cards

5.3.3. Approximately 30 staff, faculty, and sports teachers

5.4. How to get the word out about TAPA? How to change the outlook on what TAPA is?

5.4.1. Email from Scott through Mrs. Choy's email was a great start and set the foundation

5.4.2. Setup a booth at Parent Teacher Interviews

- 5.4.2.1. Parent teacher interview 5/6th of October – may be too short notice
- 5.4.2.2. Next parent teacher is November 23rd
 - 5.4.2.2.1. Get a Banner/Poster
 - 5.4.2.2.2. Give an update on what TAPA is and current events

5.4.3. Tailgate last year was indented to get the word out about TAPA

- 5.4.3.1. Considered changing the timing to get the word out sooner; however, fall will not work due to weather – October is getting late
- 5.4.3.2. Concerns about moving the event and having sufficient funds available
- 5.4.3.3. Cannot host indoors due to not enough space
- 5.4.3.4. Plan to do a spring event as it is too short of notice to host in 2023
- 5.4.3.5. Tabled until next spring

5.5. Classroom Mingle

- 5.5.1. Was not as successful last year
- 5.5.2. Various amount of expenses from different classes

5.6. Other ideas

- 5.6.1. Welcome back coffee and donuts
- 5.6.2. Golf Tournament/Event for Parents
 - 5.6.2.1. Try to draw people to the event
 - 5.6.2.2. Have a silent auction – can double as a social and fundraising event
 - 5.6.2.3. Would need the money up front to pay for the event
 - 5.6.2.4. Timing may be the challenge – could have to be an end of year event due to weather
 - 5.6.2.5. What is the break even point? What is the profit?
 - 5.6.2.6. Launch Pad is another suggestion for a Meet and Greet
 - 5.6.2.6.1. May enable more socialization and accommodate non-golfers too
 - 5.6.2.6.2. Open all season - less of a time commitment
 - 5.6.2.6.3. ACTION: Andrew will look into and come up with a proposal**

5.6.3. Dinner gala/silent auction – May timeframe

- 5.6.3.1. Have a 50/50
- 5.6.3.2. Silent auction - Westjet gift card as a suggestion
- 5.6.3.3. Location - Downtown is not ideal, south/close to the school is better, golf course is an option
- 5.6.3.4. Timing is key to enable teachers to attend
- 5.6.3.5. It would be a night out - DJ/Dance
- 5.6.3.6. ACTION: Andrew to come up with a proposal**

5.6.4. Parent-Student Sports Day

- 5.6.4.1. Social event for kids and parents
- 5.6.4.2. Parents against students Hockey/Soccer/Basketball
 - 5.6.4.2.1. Happened last year and was a big hit, parents and kids enjoyed themselves
 - 5.6.4.2.2. Basketball has less kids – could be parents and teachers against kids
 - 5.6.4.2.3. Break it up into multiple times so kids and parents have more opportunities to play together
- 5.6.4.3. Dance/Riding – Kids teach the parents/more interactive
- 5.6.4.4. Timing – do it a couple times a year

6. Fundraising Report

6.1. Main Fundraisers in the past:

- 6.1.1. Apples (current fundraiser)
- 6.1.2. Mixing Spoon – 37% commission – Cost is \$11/jar
- 6.1.3. Purdy's – 25% commission (Christmas Fundraiser)
- 6.1.4. Milk Jar Candles – 32% commission – Cost is \$37-52/item
- 6.1.5. Read-a-thon – raised \$12,000 last year through pledges
 - 6.1.5.1. Big prizes for those who raise the most money – last year was Teacher of the Day
 - 6.1.5.2. Little prizes as well
 - 6.1.5.3. How to entice the older grades to participate to increase participation?
 - 6.1.5.3.1. Associate to something else? Athletic approach i.e. steps
 - 6.1.5.3.2. Break from devices?

6.2. Christmas Fundraiser (next fundraiser)

- 6.2.1. Decide between Purdy's, Mixing Spoon or Purdy's
- 6.2.2. Purdy's selected
 - 6.2.2.1. Approved by Kelly
 - 6.2.2.2. Seconded by Ryan
 - 6.2.2.3. Could be delivered to Sharlene's home and sorted/packaged

- 6.3. All fundraisers a total of only 40 families participate – how to get the participation up?
- 6.4. Timing of Fundraisers
 - 6.4.1. Fundraisers throughout the year
 - 6.4.2. How much lead time for fundraisers? How much time is too much that it is forgotten?
How much time is not enough?
 - 6.4.3. ACTION: Sharlene to determine how long it takes to get the order after submission**
- 6.5. Suggested to set a goal for each fundraiser
 - 6.5.1. If you raise X then we can purchase X
 - 6.5.2. Could break the barrier on “Why do we have so much fundraising?”
 - 6.5.3. Advertise the goal before
- 6.6. No cash as it is harder to manage
 - 6.6.1. Last year it was planned to have no cash but there was over \$3000 in cash last year
 - 6.6.2. Pay CC Online – provide a link
- 6.7. Casino Night
 - 6.7.1. Huge effort
 - 6.7.2. Ideal to have a Casino chair – can utilize New Parent Committee Creation for volunteer(s)
 - 6.7.3. Need to apply and start organizing right away
 - 6.7.4. Mostly teachers participated
- 6.8. Other Fundraising Suggestions (new to Tanbridge):
 - 6.8.1. Krispie Kreme Donuts – Cost is \$7/dozen, suggested to charge \$12-14/dozen
 - 6.8.2. Christmas wreaths and poinsettias – Higher price range
 - 6.8.3. VIP Food Services – “Fill the Freezer”
 - 6.8.3.1. Selling steaks and chicken fingers – was excellent
 - 6.8.3.2. Cost varies – profit is \$12/box
 - 6.8.3.3. Ryan has a distributor bay if needed; however, likely better to sort at school
(always lots of additional help) and set a pickup date time
 - 6.8.3.4. ACTION: Andrew to look into and get details**

7. School Wishes 2023-2024

- 7.1. Scott met with Ms. Choy to discuss the schools wishes
- 7.2. Outdoor classroom
- 7.3. Culinary arts – new pots and pans
- 7.4. 32 Passenger bus – sell the small one as it is inefficient
 - 7.4.1. Cost is approximately \$70K
 - 7.4.2. Will not be able to purchase this year
 - 7.4.3. Can commit to giving X amount towards it
 - 7.4.4. Casino would be a good fundraiser to put towards this purchase

7.5. Basketball court

- 7.5.1. Still pending discussion with Shawna Oakey about funding the basketball court
- 7.5.2. On hold until a decision is made

7.6. Redo the gaga pit

- 7.6.1. Put turf in
- 7.6.2. Kids come home dirty/shoes ruined
- 7.6.3. ACTION: Andrew to get contact info to rebuilt and get a quote**

8. Financial Report (Ryan)

8.1. PATA funds all the year end awards

- 8.1.1. Largest fixed expense
- 8.1.2. Titan award is changing to 1/class so it is more competitive and will reduce costs
- 8.1.3. Should every student continue to get something?
 - 8.1.3.1. What about the older grades?
 - 8.1.3.2. A Medal is less of a novelty. Consider changing the reward
- 8.1.4. Can we source out the pricing?
 - 8.1.4.1. Should bid it out to get better pricing
 - 8.1.4.2. ACTION: Scott to get a quote from contact**
 - 8.1.4.3. ACTION: Kelly to send a picture of the medal to Scott**
- 8.1.5. Can we get a commitment of X % per student from the school for the year end awards
- 8.1.6. If TAPA is paying, should the award be rebranded to the TAPA award?

8.2. All fundraisers last year brought in \$30k

- 8.2.1. \$20k Chromebook (\$8k 2022-23 school year, \$12k 2021-22 billed late and had to pay out in 2022)
- 8.2.2. \$7k Year End Awards
- 8.2.3. \$3k Tailgate
 - 8.2.3.1. Bouncy castles the biggest expense
- 8.2.4. ACTION: Sharlene to get the zoom login transferred to Scott to download the invoice**
- 8.2.5. ACTION: Once invoice is available, Scott to approve expense to reimburse Treena**
- 8.2.6. ACTION: Ryan to reimburse Treena**

9. Vote in new Secretary:

- 9.1. Motion by Scott to vote in Erin
- 9.2. Motion Seconded by Ryan and Andrew
- 9.3. All in favour – unanimous

10. Other Questions/Comments/Ideas/Concerns

10.1. Mailchimp – Erin to take over this task – Kelly has a lot of experience and can help answer questions

10.2. ACTION: Sharlene to provide login to Scott and Erin and transfer over

10.3. Scott's introduction email to TAPA brought in 5 responses from parents to join the Parent Committee and all wanted to be on the board as well

10.4. Future Meetings

10.4.1. In person or over Zoom

10.4.1.1. Unanimously agreed in person is preferred

10.4.1.2. Zoom option is nice to have for those who cannot attend - May promote others to attend as well

10.4.1.3. Location is preferred to be at the school – central location

10.4.1.4. ACTION: Scott to talk with Mrs. Choy regarding location and timing

10.4.2. Look at the calendar and prebook some events

11. Final Approvals

11.1. First we need to approve \$400.00 for teachers dinners for the upcoming Parent Teacher conferences

11.1.1. Approved Sharlene

11.1.2. Seconded by Ryan, Kelly and Andrew

11.2. Second we need to approve \$550.00 for teacher appreciation gifts for Oct 5th Teacher appreciation day

11.2.1. Approved Sharlene

11.2.2. Seconded by Ryan, Kelly and Andrew

11.3. These are in line with what we spent last year with a small increase for larger staff and costs

12. Adjournment

12.1. Motion made by Scott to adjourn meeting at 8pm

12.2. Motion seconded by Andrew