

## DMC School Society October 2025 Meeting Minutes

**Date:** October 9<sup>th</sup>, 2025

**Location:** Big Sky BBQ

**Present:** Anna Stevens, Frankie Mears, Sasha Skog (minutes), Kari Fuller, Keely Migchels, Sheree Ferguson, Jim White, Wayne Birks, Stephanie Butt, Kim Vander Leest

### 1. Welcome and Call to Order

Meeting called to order at 6:34pm

### 2. Approval of Agenda

Agenda for the October Society Meeting was approved (motioned by Stephanie, seconded by Sheree)

### 3. Approval of Previous Minutes

Previous minutes were approved (motioned by Stephanie, Wayne)  
Frankie will correct minutes from last month

### 4. Role Clarification

- Role descriptions in the drives need to be updated, it would be really helpful to flush out actual tasks for each position. Anna will work on this over the next couple of weeks and will bring back to the group.
- Stephanie and Anna can chat about it as Steph has documents that can be worked off of.
- Anna will ask for input from members, and updated role descriptions will need to be signed.
- Kim asked if we can add roles
  - Anna says yes, we can start with having some non voting members participating for now, and can see about shifting in the future to other voting roles

### 5. Treasurer Position Update

- Kari has resigned, thank you so much to Kari for all of the work you have done
- Kari will continue with teacher appreciation role
- Kim is stepping into treasurer role, with support from Steph
- Working with Kari to do the Passover, a few things that need to be addressed were found
- There is a transition strategy in place

- Motion to appoint Kim as treasurer: Frankie, Steph
- Supported by everyone
- We are grateful to Kari for all the work

## **6. Annual Events and Fundraising Plan Review and Approval**

- Stephanie presented a spreadsheet, which put on paper things we need to remember, communicate
- It lays out everything, outlining when we need volunteers and communication
- Also added expected budget/expenses
- Rough numbers indicate we can reach out fundraising goal of \$8,000
- The spreadsheet came from conversations with Kari about food trucks, fundraising committee and includes things that need to be done (i.e. annual report)
- It includes a built in budget for staff appreciation
- We can build off the plan going forward, in future years
- Anna would like to leave it as a legacy for next years, so that there is a rhythm to the planning, creating a cyclical planning schedule
- Vote to approve: Anna Second: Frankie
- It indicates when communication will be needed, so Sheree can plan ahead of time for social media
- Can review the plan in June to prepare for the next year
- Other items that came up:
  - Anna motions to approve access for Wayne to society files, Frankie seconds
  - Will look at updating passwords to drives
  - Will need to remove Kari as backup email and secondary access to drives/email accounts.
  - All emails should be happening from the appropriate email accounts, no personal emails should be used
  - Secretary (Sasha), should be checking emails and filtering out to appropriate members
  - Motion to create a treasurer email: Anna, second: Kim
  - Will create a protocol of how to access and how to use drives/email accounts; files in the drive, what format, where they should be put, rules around it.

- Should have a new “welcome to the society/council” team, where to start document

## 7. Updates

- AGLC:
  - \$34,000 that sat in the account for too long, almost lost it. AGLC puts a limit on how long you have to use funds. Funds expired in June, we retroactively asked for permission to hold those funds for the use of the playground. AGLC approved that with no problem. We still have those funds but will have to ask for permission at the time of the build to use those funds for the build, and we have to seek permission for ALL AGLC funds. Because of the extension they tightened the parameters.
  - Kim contacted AGLC to see if we can move funds from AGLC account to unrestricted account to cover some other purchases, we should know by the end of the week, which should put us in the black
- Jason’s offer:
  - Jason has put away \$50,000 over the years and has offered it to us.
  - Society has decided to take it and pay for everything with it, such as Be Brave busing
  - Will take the money and leave it in the unrestricted fund, Kim can have it as a separate line item
  - Can put together a plan of future needs, so the funds can be put towards that, will go back to Jason and see if we can get a concrete list and plan over the next few years
  - See if we can create a form and collect data directly from teachers about what they need/want
  - Frankie will reach back out to Jason and ask for the cheque
- Fundraising update:
  - Had our first meeting, we will be doing Krispy Kreme donut, leadership teams will sell at lunch time. It will be a \$800 fundraiser, we can do a couple of those potentially
  - Winter plants, Frankie has organized
  - Purdy’s Chocolate, Sasha is organizing
  - December, we will do a 50/50 because we have an AGLC license, December 12<sup>th</sup> would need lots of communication
  - Did a bottle drive, only made \$105. We will try again maybe after the holidays.

- Readathon will still happen as well. Should probably have its own committee. The society will keep the money this year, rather than going to the library.
- Have to revisit food trucks, we made money during open house but did not make money the second time
- Texting communication:
  - Make sure texts are minimal
  - Its meant for “light touches”
  - No voting over text, but make an exception for insurance voting
- Email organization:
  - Sasha cleaned it out, most emails were spam/junk. Have been deleted, important emails have been moved to folders.
  - Sasha will keep an eye out on email accounts, will filter as they come.

## **8. Event planning**

- Leftover cookies will be used up for teacher appreciation
- For holidays, will use gift cards purchased last year
- Teacher appreciation week in May
- Dinners for teachers, wait and see for November. Can use texts to decide about November dinner.
- Jason typically organizes it and we reimburse him.

## **9. Finance**

- Sasha emailed out the finance report for review
- Note: parks department will cash their cheque “soonish”
- As soon as we get AGLC funds, we can pay all outstanding debts. Motion: Kim, Second: Anna

## **10. Project Report (Outdoor Amenity)**

- We have two contractors: BDI, Blue Imp. CBE does not need renderings to approve
- Frankie will send out introductory renderings
- Not much to do right now, need to send it out to the school for kids to vote on
- Frankie will check with Jason to see how he wants voting to happen
- CBE has some requirements, such as how many gross motor items, fine motor
- Should we have a board in the foyer during parent teacher conferences?

- Frankie to make tri fold for event night

### **11. Other Business**

- Wayne: people don't know who you are! We need to identify ourselves. We need shirts of something (Sheree said she can make shirts)
- Wayne: cookies for meet the teacher night cost \$400, we were in direct competition with the robotics bake sale. Should be better communication.
- Wayne: vending machines that we do not control – we are missing out on revenue stream. Wayne will talk to Jason about taking over vending machines and healthy hunger
- Frankie: we should introduce ourselves to staff so that they know where to go if they need something
- Now is the time to draft communication streams or a communication committee (COMMUNICATION PLAN)
- Frankie will create a mail out for November for the teachers
- Casino Chair position – we will actively recruit

**Adjournment:** 8:08pm