

DRAFT

Bessborough School Council Meeting

September 27, 2023 at 7:00 pm

Bessborough Drive Elementary and Middle School Library

Present:

1. Andrea Bee
2. Alan Fleming
3. Laura Wright
4. Rachel Gordon
5. Josette Katkik
6. Heather Deluce
7. Charlotte Fleming
8. Janet Bambrick
9. Lynette Bacon
10. Ms. Leishman
11. Mr. Ivan
12. Bessborough parents and teachers

Meeting:

1. Meeting called to order at 7:00 pm

2. Executive Team Nominations

- Motion raised and approved to nominate the following 8 members to the Bessborough School Council Executive Team:
 1. Andrea Bee (Chair)
 2. Geoff Lamb (Treasurer)
 3. Alan Fleming (Secretary)
 4. Laura Wright (Communications)
 5. Rachel Gordon (In-School Events)
 6. Josette Katkik (Community Engagement)
 7. Heather Deluce (Social & Community Events)
 8. Charlotte Fleming (TBD)

3. Quarterly Planning (Andrea Bee)

- Reviewed recently held and planned quarterly initiatives
 - Movie Night (September 8th)
 - Lawn Bowling Night (September 14th)
 - Kindie Coffee (Sept 21st)
 - Launch of Spirit Wear
 - Launch of Lunch Activities Program

4. Budget (Andrea Bee in lieu of Geoff Lamb)

- Presented total opening bank balance of \$63,756
- Presented Operating Budget of \$6,650 approved in June 2023
- Presented carry forward Capital Improvement Budget of \$10,000
- Enrichment Budget set to be approved in November
- Presented target fundraising initiatives:
 - Mayfair: ~\$25,000
 - Pizza Lunch: ~\$5,000 (available to purchase Oct 2-6th)
 - Triva Night: ~\$2,000
 - Spirit wear: ~\$1,500
 - Lawn Bowling: ~\$1,500
 - Various other events: \$15,000+

5. Communications (Laura Wright)

- Presented communication strategy to increase community engagement and provide parents/families with updates on school events/activities
- Social Media to be used as a primary tool for communication
 - School Council Instragram handle (@bessboroughschoolcouncil)
- Monthly calendar to be included in school council newsletters beginning in October

6. Event Planning (Rachel Gordon and Heather Deluce)

- Presented event strategy aimed at capitalizing on school spirit to increase community involvement and support fundraising goals
- Discussed need for volunteers to support execution of events
- Provided point of contacts for questions and/or sign-ups:
 - Rachel Gordon (rkingtston00@gmail.com)
 - Heather Deluce (hegwright@gmail.com)

7. Movie Night (Heather Zimik and Katerina Podalak)

- Presented recap of event held on September 6th
- Discussion ensued including the following:
 - Eliminating use of water bottles at school council events on a go forward basis; no objections from those in attendance
 - Soliciting feedback on options to limit up-front school financial risk related to hosting a BBQ as part of event
 - Various parents provided input and ideas

8. Spirit Wear (Allie Lort)

- Presented update on launch of Fall Spirit Wear
 - Sales to date of ~99 units
 - Estimated fundraising of ~\$750-\$850
 - Merchandise to be delivered October 13 in school

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- Planned launch of Grad Hoodies and Touques in November
- Discussed option of in-person/physical sales to promote volumes
- Discussed options to sell other merchandise items (e.g. water bottles/coffee mugs, etc.)

9. Principal's Report (Janet Bambrick)

- Topics discussed:
 - Introduction
 - School Reorganization
 - Enrollment numbers
 - Construction/renovation project
 - Clubs/teams/sports
 - 100-year Celebration

10. Next School Council Meeting:

- Scheduled for November 30th at 7pm

11. Meeting concluded at approximately 8:05 pm