



# Captain John Palliser Parents Association – Agenda

---

**September 23, 2025**

**7:30 – 8:30 pm** (Immediately following SC meeting)

CJP Teams Meeting - Link sent out separately (same as for SC meeting)

1. Call to Order - Welcome & Membership Information.
2. Acknowledgement of September 23, 2025 PA Meeting Agenda.
3. Approval of May 27, 2025 PA Meeting Minutes (attached below).
4. PA Updates – Martina D.
  - a. [2025 / 26 PA Executive](#)
  - b. Vacant Positions - Director at Large, Fall Fundraising Co-Cordinator, Winter Fundraising Co-Cordinator and Coffee & Chat Co-Coordinator
5. Committee Updates
  - a. Treasurer Update - Alison B.
    - i. Update on Account Balances.
    - ii. 2025/26 Proposed Budget (see attached) - Vote Required
    - iii. Two members to volunteer to do the 2024/25 financial review
  - b. Events Update
    - i. Back to School Coffee & Chat
    - ii. Meet the Teacher Night (Food trucks, SC/PA greeting table and Spirit Wear swap)
  - c. Fundraising Update
    - i. Subway Fun Lunch - September 24
    - ii. Spirit Wear launch - Amy G.
    - iii. Student Art Fundraiser
  - d. Teacher Appreciation Update – Amy G. & Courtney A.
6. New Business
  - a. Our next meeting will be held on October 28, 2025 (AGM).
  - b. Stay connected with us! You can become a member of the Parents Association by filling out an [online form](#). Also, visit our [website](#), join our private [Facebook group](#), sign up for our [email list](#), and follow us on [Instagram](#)!
7. Adjournment



# Captain John Palliser Parents Association – Agenda

---

## Participation

- Please remember to be kind and respectful in all interactions during the SC and PA meetings.
- Chair controls the flow of the meeting.
- All votes for role elections and budget-related items will be conducted anonymously.
- Any member can motion: 'I motion that...'; 'I second the motion...'; this leads to a vote.
- Any member can vote
- Any member can raise any issue during the meeting. If we cannot address it in this meeting, we will get to it at the next one.
- To add an item to be included in the agenda for an upcoming meeting, please email CJP Parents Association one week prior to the next meeting date either at [connect@cjpgpa.ca](mailto:connect@cjpgpa.ca) or [chair@cjpgpa.ca](mailto:chair@cjpgpa.ca)

**Captain John Palliser Parents Association  
General Account**

Budget for July 1, 2025 - June 30, 2026

Fundraising/Events	Budgeted Income	Budgeted Expenses	Budgeted Total	Amount Descriptions
CJP Spirit Wear	2,700.00	2,500.00	200.00	
Student Art Cards	2,200.00	200.00	2,000.00	
Spring Fundraiser - Read-a-thon	1,500.00	300.00	1,200.00	
MAPSS Art Auction	700.00	1,200.00	(500.00)	
Healthy Hunger (Fun Lunch)	8,000.00	2,500.00	5,500.00	If there is a surplus of funds from sponsor a student, this will be used to support families in need or to supply food for the office to provide to students as required. Expenses may include bags and juice boxes.
Winter Dance	1,000.00	1,000.00	0.00	
Mabel's Labels	150.00	0.00	150.00	
Flipgive	250.00	0.00	250.00	
Skip the Depot	800.00	0.00	800.00	
Donations/Grants	100.00	0.00	100.00	
Benevity	500.00	0.00	500.00	
Interest	1.00	0.00	1.00	
Interest (Term)	775.00	0.00	775.00	
<b>Total Fundraising</b>	<b>18,676.00</b>	<b>7,700.00</b>	<b>10,976.00</b>	

Operating Expenses/Disbursements	Budgeted Income	Budgeted Expenses and Disbursements	Budgeted Total	Amount Descriptions
Staff Appreciation		700.00	(700.00)	Food/refreshments, supplies, gifts
SC & PA Discretionary, Expenses & Stationery		900.00	(900.00)	
2025/2026 Speaker Event		300.00	(300.00)	Food/refreshments. Event pending if covered by ASCE.
2025/26 Events		2,500.00	(2,500.00)	Approx. 300-1000 for each event - meet the teacher, coffee & chat (approx \$150 x 4), spring picnic, bike to school, book swap (est \$750)
Discovery Garden Maintenance/Improvements		2,200.00	(2,200.00)	Fall and spring cleanups, updates to native plant garden (approx \$350/clean up), tree assessment/potential removal (\$500 to remove 2 - we have 6)
School Requests		10,800.00	(10,800.00)	Fish residency \$2K, robots \$1K, Elevate (lacrosse) \$7K
School Requests - Families in Need		1,800.00	(1,800.00)	Gift cards for families in need
Grade 6 Farewell		500.00	(500.00)	Freezies and books
Sports Day		700.00	(700.00)	Sports day snack is funded by profits from Fun Lunch
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>20,400.00</b>	<b>(20,400.00)</b>	
<b>Total 2025-26</b>	<b>18,676.00</b>	<b>28,100.00</b>	<b>(9,424.00)</b>	

**Captain John Palliser Parents Association****Casino Account**

Budget for July 1, 2025 - June 30, 2026

**Allocation for 2025-26****40,320.44**

<b>Casino Income/Disbursements</b>	<b>Budgeted Income</b>	<b>Budgeted Disbursements</b>	<b>Budgeted Income/(Loss)</b>	<b>Comments</b>
Travel - In Province				
Bus Cost for Field Trips		16,800.00	(16,800.00)	PA will cover 2 bus cost per class (24 classes)
Bus for Patrollers		350.00	(350.00)	
Resource Materials/Supplies				
IXL		10,200.00	(10,200.00)	
Administrative Expenses				
2025/2026 PA Insurance		1,500.00	(1,500.00)	
Wages, Salaries, Fees for Service and Honorariums				
Trickster Residency		9,100.00	(9,100.00)	PA to pay for half, includes GST
Cabs for Casino		700.00	(700.00)	
Casino Advisor	2,290.24	2,400.00	(109.76)	Our advisor cost more than what AGLC will cover
Casino Meals	100.00		100.00	
Interest	1.00		1.00	
Interest (Term)	1,060.00		1,060.00	
<b>Total</b>	<b>3,451.24</b>	<b>41,050.00</b>	<b>(37,598.76)</b>	

# Captain John Palliser

## Parents Association – Meeting Minutes

---

**Date:** May 27, 2025

**Location:** Captain John Palliser School virtual via Teams  
Meeting called to order at 7:25 pm.

**Participants:** Alison B; Amy G; Britni Y; Candace B; Corrine M; Cora Z; Courtney A; Dawn B; Emily M; Jana El [Assistant Principal]; Karolyn & Murray C; Laura M; Lindsay O; Lisa P; Maria M; Melissa M; Martina D; Murray C; Oliver F [Principal]; Tammy R, Todd Mc

Description and Speaker
<p><b>Discussion on Parents Association Council – [Martina D]</b></p> <ul style="list-style-type: none"><li>● Communicated to meeting participants that those parents who completed the membership form are entitled to vote.</li><li>● Anyone wishing to become a member can fill out the <a href="#">online form</a>.</li><li>● CJP PA provided an information paper for students to bring home at the beginning of the school year. It includes a QR code to sign up for a membership and links to the CJP PA website.</li><li>● It is recommended to fill out the online form to keep membership current. QR code posted in chat. Members are eligible to vote in meetings. Voting is anonymous for role elections and budgetary items.</li></ul>
<p><b>Acknowledgement of Agenda – Review the agenda [Martina D]</b></p> <ul style="list-style-type: none"><li>● <b>Amendments:</b> None</li></ul>
<p><b>Approval of Meeting Minutes - from April 22, 2024 [Martina D]</b></p> <ul style="list-style-type: none"><li>● <b>Amendments:</b> None</li><li>● Motion by Martina F, seconded by Britni Y, motion carried.</li><li>● Agenda and minutes are posted on CJP school website.</li></ul>
<p><b>Elections - [Martina D]</b></p> <ul style="list-style-type: none"><li>● Election nominations were reviewed and confirmed; no challenges were raised, so all nominees were acclaimed without a vote.</li><li>● Volunteers stepped forward for roles including Spirit Wear, Coffee &amp; Chat, Communication Coordinators, and Staff Appreciation.</li><li>● All appointed positions were confirmed or updated, including: <b>Elected Nominations</b><ul style="list-style-type: none"><li>○ Chair: Martina D</li><li>○ Vice Chair: Dawn B</li><li>○ Secretary: Melissa M</li><li>○ Treasurer: Allison B</li><li>○ Casino Director: Todd Mc</li><li>○ Director at Large: Christine T</li><li>○ Director at Large: Vacant</li></ul> <b>Appointed Positions</b><ul style="list-style-type: none"><li>○ Fall Fundraising Coordinator: Janet H. &amp; Vacant</li><li>○ Winter Fundraising Coordinator: Amy G, Martina D &amp; Vacant</li><li>○ Book Fair Coordinators: Dawn B &amp; Maria M</li></ul></li></ul>

# Captain John Palliser

## Parents Association – Meeting Minutes


---

Description and Speaker
<ul style="list-style-type: none"><li>○ Spirit Wear Coordinators: Amy G &amp; Melissa M</li><li>○ Fun Lunch Coordinators: Jen L &amp; Britni Y</li><li>○ Coffee &amp; Chat: Lisa P &amp; Vacant</li><li>○ Spring Picnic Coordinators: Brittany B &amp; Joanne R</li><li>○ Communication Coordinators: Martina D &amp; Emily M</li><li>○ Staff Appreciation Coordinators: Amy G &amp; Courtney A</li><li>○ Dance Committee: Dawn B, Laura M, Martina D, and Maria M</li><li>● Committee members were welcomed, and appreciation was expressed for everyone stepping up to support council activities.</li></ul>
<b>Financial Review – [Alison B &amp; Martina D]</b> <b>General Account</b> <ul style="list-style-type: none"><li>● Balance was \$9,000 in cash + \$33,000 in term deposits.</li><li>● Term Deposits are held for playground contingency, mural project, and student learning investment.</li></ul> <b>Gaming Account</b> <ul style="list-style-type: none"><li>● Balance was \$20,700 in available funds + \$82,600 in term deposits.</li><li>● Term Deposits are allocated for field trips, learning opportunities, and residencies per AGLC guidelines.</li></ul> <b>Proposal on Budget Allocation</b> <ul style="list-style-type: none"><li>● Update shared on efforts to use casino funds for the school mural project.</li><li>● AGLC has approved use of casino funds for the full mural project. Note that this is a one-time approval and that future projects must have students directly involved in the creation of art.</li><li>● Awaiting AGLC approval for a one-time transfer from the casino account to reimburse the General Account for a January deposit (initially denied verbally).</li><li>● If approved, funds will be allocated from the 2024/25 and 2025/26 casino budgets, which can accommodate the cost due to lower projected residency expenses.</li><li>● The purpose of the transfer is to maximize the use of restrictive casino funds, preserving general funds for more flexible uses.</li><li>● The Chair proposed to transfer up to \$15,000 from the General budget to the Casino budget, pending AGLC approval.</li><li>● <b>Motion:</b> To transfer up to \$15,000 from the General budget to the Casino budget, pending AGLC approval.</li><li>● <b>Motion Passed:</b> 100% voted yes, 0% no. 13 responses. The Chair did not vote.</li></ul>
<b>Fundraising Update – [Dawn B]</b> <b>Fun Lunch</b> <ul style="list-style-type: none"><li>● The final hot lunch of the year will be held on <b>Thursday</b> June 19, featuring Papa John’s Pizza.</li><li>● The order deadline is Friday, June 13.</li></ul>
<b>Events Update – [Dawn B]</b> <b>Bike to School Day</b> <ul style="list-style-type: none"><li>● Scheduled for Friday, June 6th (short day); families are encouraged to bike, scooter, or walk.</li></ul>

# Captain John Palliser

## Parents Association – Meeting Minutes

Description and Speaker
<ul style="list-style-type: none"> <li>● Event titled “Rolling into CDC Safely” in partnership with Calgary City Police and Youth Foundation.</li> <li>● Activities include:               <ul style="list-style-type: none"> <li>○ Helmet safety checks</li> <li>○ Indoor bike safety presentations</li> <li>○ Outdoor demos (spectators welcome)</li> <li>○ Community police engagement and police car exploration</li> </ul> </li> <li>● Volunteers needed for morning and school-hour shifts.</li> </ul> <p><b>Family Spring Picnic</b></p> <ul style="list-style-type: none"> <li>● Takes place on June 12 from 5–7 PM on school grounds.</li> <li>● Features multiple food trucks, including:               <ul style="list-style-type: none"> <li>○ Fry Guy (GF/DF/Vegan); Kona Ice (sugar-free); YYC Burgers</li> </ul> </li> <li>● Mural unveiling at 6 PM</li> <li>● Activities include games, music, and a visit from the Calgary Public Library’s book truck.</li> </ul>
<p><b>Keep in Touch - [Martina D]</b></p> <ul style="list-style-type: none"> <li>● Stay connected with us! You can become a member of the Parents Association by filling out an <a href="#">online form</a>. Or check out our <a href="#">website</a>, join our private <a href="#">Facebook</a> group or follow us on <a href="#">Instagram</a>.</li> <li>● To check out the current volunteer opportunities head over to the <a href="#">website</a>!</li> <li>● You can also email us directly at <a href="mailto:connect@cippa.ca">connect@cippa.ca</a> or <a href="mailto:chair@cippa.ca">chair@cippa.ca</a></li> </ul>
<p><b>New Business – [Martina D]</b></p> <ul style="list-style-type: none"> <li>● Noted resignations in March 2025: Lindsay O., Leanne G., Karolyn C.</li> <li>● Noted that in April Toria C. and Don. C. left their positions.</li> </ul> <p><b>Thank you from Leadership - [Oliver F]</b></p> <ul style="list-style-type: none"> <li>● Leadership expressed appreciation for all council members, past and present.</li> <li>● Acknowledged the valuable role of the school community in making events and programs possible.</li> </ul> <p><b>Next Meeting - [Martina D]</b></p> <ul style="list-style-type: none"> <li>● Next School Council and Parents Association meeting is September 2025.</li> <li>● Meeting format (Virtual).</li> </ul> <p style="text-align: center;">***No meeting in June. ***</p>
<p><b>Adjournment of meeting at 7.51pm - [Martina D]</b></p> <ul style="list-style-type: none"> <li>● Motion by Martina D, seconded by Dawn B, motion carried.</li> </ul>

Signature of Secretary	Date Submitted	Signature of Chair	Date Approved
Asked to take minutes as a volunteer  <i>Karolyn Chitwood</i>	1-Jun-2025		June 24, 2025