



# Captain John Palliser Parents Association – Agenda

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**October 22, 2024**

**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 October 22, 2024 PA Meeting Agenda.
3. Approval of September 17, 2024 Parents Association Meeting Minutes (attached below).
4. Committee Updates
  - a. Treasurer Update - Leanne G.
    - i. Update on Account Balances
    - ii. Update on the 2023/24 financial review
  - b. Mural Update – Lindsay O. & Jana E.
    - i. Discuss project and funding - to be voted on
  - c. Fundraising Update – Dawn B.
    - i. Fun Lunch - October 16
    - ii. Spirit Wear - Update from Amy G.
    - iii. Created by Kids Artwork - Early November
  - d. Staff Appreciation Update – Amy G. & Courtney A.
5. New Business
  - a. Our next meeting will be held on November 26, 2024.
  - 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](#)!
6. Adjournment

## 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@cjppe.ca](mailto:connect@cjppe.ca) or [chair@cjppe.ca](mailto:chair@cjppe.ca)

# Captain John Palliser

## Parents Association – Meeting Minutes

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**Date:** September 17, 2024

**Location:** Captain John Palliser School virtual via Teams

Meeting called to order at 7:19 pm.

**Participants:** Alison B, Amy G, Britni, Candace B, Cora Z, Corrine D, Don C, Jeannette, Jana El, Karolyn C, Laura W, Leanne G, Lindsay O, Maria M, Martina D, Manpreet A, Melissa B, Oliver F, Raghava Kumar P, Raghava, Raymond C, Tammy R, Samantha Mc, Steve M, Todd Mc, Toria C

| Description and Speaker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|-----------------------------|-------------------------|----------------------------|--|--|--|--|-----------|-----------------------|-----------------|-----------------------------|-------------------------|---------|----------|---------|----------|---------|
| <b>Discussion on Parents Association Council – [Martina D]</b> <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>CJPPA provided an information paper for students to bring home. It includes a QR code to sign up for a membership and links to the CJPPA website.</li><li><b>Action:</b> Consider adding more QR codes at the CJPPA table September 19 Meet the Teacher Event.</li></ul>                                                                                                                                                                |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| <b>Acknowledgement of Agenda – Review the agenda [Martina D]</b> <ul style="list-style-type: none"><li><b>Amendments:</b> None.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| <b>Approval of Meeting Minutes from May 28, 2024 [Martina D]</b> <ul style="list-style-type: none"><li><b>Amendments:</b> None.</li><li>Motion by Martina, seconded by Toria, motion carried.</li><li>Agenda and minutes are posted on CJPPA.ca website.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| <b>Parent Association Updates [Martina D]</b> <ul style="list-style-type: none"><li>Overview of the CJPPA PA role at CJP and presented the Executive Team.</li><li><a href="#">About Us – Captain John Palliser School Council &amp; Parents Association</a></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| <b>Treasurer Update and Budget Approval [Leanne G]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| <table><tr><th colspan="5">Update on account balances</th></tr><tr><th>AGLC Acct</th><th>Total AGLC Term Accts</th><th>PA General Acct</th><th>Total PA General Term Accts</th><th>PA Playground Term Acct</th></tr><tr><td>\$2,446</td><td>\$30,600</td><td>\$4,830</td><td>\$32,000</td><td>\$5,000</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |                 |                             |                         | Update on account balances |  |  |  |  | AGLC Acct | Total AGLC Term Accts | PA General Acct | Total PA General Term Accts | PA Playground Term Acct | \$2,446 | \$30,600 | \$4,830 | \$32,000 | \$5,000 |
| Update on account balances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| AGLC Acct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Total AGLC Term Accts | PA General Acct | Total PA General Term Accts | PA Playground Term Acct |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| \$2,446                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$30,600              | \$4,830         | \$32,000                    | \$5,000                 |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| <ul style="list-style-type: none"><li>Budget was set for the 2024/25 school year.</li><li>Details for income, expenses, term deposit balances are reflected in the budget (attached.)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |
| <b>General Account</b> <ul style="list-style-type: none"><li>The General Account supports school with initiatives. Funds leftover from previous year were managed in a term deposit which earned \$750 in July 2024. Funds are being set aside for future playground maintenance in a \$5,000 term deposit.</li><li>Expenses include supporting families in need (given in the form of gift cards and administered by CJP Administration); participation to support identified students with Fun Lunch; Grade 6 Farewell and provide a school wide snack for Sports Day.</li><li><b>Question (Candace B)</b> regarding budgeted expenses for Fun Lunch. <b>Response (Martina)</b> for the purchase of juice boxes and bags to support this change.</li></ul> |                       |                 |                             |                         |                            |  |  |  |  |           |                       |                 |                             |                         |         |          |         |          |         |

# Captain John Palliser

## Parents Association – Meeting Minutes

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- **Question (Lindsay O)** regarding MAPSS Auction. **Response (Leanne & Martina)** – Spend over \$1000 and expect to earn approx. \$1000 from the auction and direct it to the MAPSS fund. Overall balance will be \$0. Spend per class will change from \$80 to \$100 per community class. It is uncertain what the auction will bring.
- **Question (Todd Mc)** Purdy's account. **Response (CJPPA)** – Out of School Care is running with the Purday's fundraiser.

### AGLC Account

- Spend for casino funds follows rules and regulations. 2022 casino fundraiser brought in \$73,214.21.
- Expenses include the allocation of 1 bus per class for field trips, support the Patrollers recognition day, iXL program and insurance. Some funds remain in a term deposit. Anticipate earning \$1,730 from term deposits. Planned budgeted disbursements are \$21,320.
- Anticipate funds from the Casino Fundraiser to be deposited in the AGLC account in Q12025. CJPPA has 3 years to spend from the income.
- **Note (Jana El)** - 2 classes can fit on a bus which results in planning for 2 field trips per class in 2024/25.
- Motion to approve the General Account and AGLC budget by Leanne, seconded by Samantha Mc / Todd Mc / Toria C, motion carried.

### 2023/24 Budget Review

- The Treasurer is seeking two volunteers (not elected in the Parents Association) to review the financial statements before the AGM where it will be presented. .
- **Alison B and Cora Z volunteered.**
- **Question (Cora Z)** – What is involved in this review? **Response (Martina & Leanne)** Described the time commitment, involves a signature and areas to consider in the review. Examples were provided.

### Fundraising Update [Dawn B]

#### Fun Lunch

- Next Fun Lunch is September 18, supplied by IHOP, a new vendor.
- Spirit Wear Fundraiser kicks off September 20 to October 15.
- Created by Kids Art campaign launches at the school on October 21. There are many options when ordering. Product delivery is planned in December.

### CJPPA Events [Dawn B]

- Dawn B thanked everyone who came out to the Coffee / Social event on September 13.
- CJPPA will be at the Meet the Teacher Night. Food trucks are open from 4.30pm – 7.30pm.
- Spirit Wear Swap is planned on September 19 at the same event. CJPPA is accepting second-hand donations. This initiative helps reduce items going to landfills.
- CJP Administration are invited to check the Spirit Wear Swap if there are items that may be donated to a student from a Family in Need.
- **Question (Cora Z)** – What is Spirit Wear? **Response (Amy)** – Every year CJPPA offers new CJP branded items so students and others can share school spirit in the form of t-shirts, hoodies and long-sleeved shirts branded with the CJP logo.

### Teacher Appreciation Day [Amy G]

- Amy G noted upcoming appreciation dates are on the [website](#).

# Captain John Palliser

## Parents Association – Meeting Minutes

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| <ul style="list-style-type: none"> <li>● Custodial Staff Appreciation - Oct 2</li> <li>● World Teacher Appreciation October 5 (to celebrate on October 7 at CJP.) Teachers will be provided a cup and students will fill it with a post it note to 'fill their cups'. Planning to reuse the cups for an event in May 2025.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Casino Update [Todd Mc]</b> <ul style="list-style-type: none"> <li>● Casino Fundraiser is coming up on October 1 &amp; 2 at the Deerfoot Inn &amp; Casino.</li> <li>● Signup page is live. <a href="http://www.cjppa.ca/volunteer">www.cjppa.ca/volunteer</a></li> <li>● Discussion on the current roster of volunteers and where more volunteers are needed.</li> <li>● Mitigation - If some spots cannot be filled, the Calgary Casino Volunteers may help. This option will be explored closer to the fundraiser dates if there are still empty spots remaining.</li> <li>● Discussion on roles and includes Third Party oversight. Key roles are banker, cashier, general manager, account room supervisor and require sign in. <a href="http://www.cjppa.ca/casino">www.cjppa.ca/casino</a></li> <li>● <b>Note (Toria)</b> - Reviewed open spots for key roles.</li> <li>● <b>Question (Amy)</b> – Asked if there was a social media opportunity to advertise key roles in the school community. <b>Response (Todd Mc)</b> – Can discuss this fundraiser at the Meet the Teacher night. CJPPA to direct people to the website signup.</li> </ul> |
| <b>Mural Update [Linday O]</b> <ul style="list-style-type: none"> <li>● CJPPA put the request forward for 5 murals. Deadline is September 27 for proposals. Anticipate proposals to come in days before the deadline.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Acknowledgments [Matina D]</b> <ul style="list-style-type: none"> <li>● Informed meeting participants that there are new CJPPA contact emails as we have migrated to googles non-profit platform.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Keep in Touch [Martina D]</b> <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@cjppa.ca">connect@cjppa.ca</a> or <a href="mailto:chair@cjppa.ca">chair@cjppa.ca</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Next Meeting [Martina D]</b> <ul style="list-style-type: none"> <li>● Next School Council and Parents Association meetings are October 22, 2024 AGM;</li> <li>● Meeting format (Virtual).</li> </ul> <p style="text-align: center;">***No meeting in December.***</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Adjournment of meeting at 8.08pm [Martina D]</b> <ul style="list-style-type: none"> <li>● Motion by Martina, seconded by Leanne G / Raymond C, motion carried.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Signature of Secretary  | Date Submitted | Signature of Chair | Date Approved |
|-------------------------|----------------|--------------------|---------------|
| <i>Karolyn Chitwood</i> | 19-Sep-2024    | <i>He L</i>        | 20-Sep-2024   |

Captain John Palliser Parents Association  
General Account  
Budget for July 1, 2024 - June 30, 2025

| Casino Income/Disbursements | Budgeted Income | Actual Income | Budgeted Disbursements | Actual Disbursements |
|-----------------------------|-----------------|---------------|------------------------|----------------------|
| Travel - In Province        |                 |               |                        |                      |
| Bus Cost for Field Trips    |                 |               | 8,500.00               |                      |
| Bus for Patrollers          |                 |               | 320.00                 |                      |
| Resource Materials/Supplies |                 |               |                        |                      |
| IXL                         |                 |               | 11,000.00              |                      |
| Administrative Expenses     |                 |               |                        |                      |
| 2024/2025 PA Insurance      |                 |               | 1,500.00               |                      |
| Interest                    |                 | 0.00          |                        |                      |
| Interest (Term)             |                 | 1,730.00      |                        |                      |
| Total                       | 1,730.00        | 0.00          | 21,320.00              | 0.00                 |
|                             |                 |               |                        |                      |

| Current Casino Information  | Original Balance |  |  |  |
|-----------------------------|------------------|--|--|--|
|                             |                  |  |  |  |
| 2022 Casino Opening Balance | 73,214.21        |  |  |  |
| 2023/24 disbursements       | (42,081.02)      |  |  |  |
| Total remaining             | 31,133.19        |  |  |  |

| Term Deposits                         | Current Account Balance |  |  |  |
|---------------------------------------|-------------------------|--|--|--|
| Casino Term Field Trip Transportation | 8,500.00                |  |  |  |
| Casino Term General 1                 | 9,100.00                |  |  |  |
| Casino Term General 2                 | 6,500.00                |  |  |  |
| Casino Term General 3                 | 6,500.00                |  |  |  |
| Total Term Deposits                   | 30,600.00               |  |  |  |

| Account Balances                     | Budgeted    | Actual    |
|--------------------------------------|-------------|-----------|
| Opening Balance                      | 31,319.19   | 31,319.19 |
| Accounts Receivable/Accounts Payable | 0.00        | 0.00      |
| Income                               | 1,730.00    |           |
| Disbursements                        | (21,320.00) | 0.00      |
| Ending Balance                       | 11,729.19   | 31,319.19 |
| Accounts Receivable/Accounts Payable |             | 0.00      |
| Current Bank Accrued Balance         |             | 31,319.19 |

**Captain John Palliser Parents Association**  
**General Account**  
 Budget for July 1, 2024 - June 30, 2025

| Fundraising/Events         | Budgeted Income  | Actual Income | Budgeted Expenses | Actual Expenses |
|----------------------------|------------------|---------------|-------------------|-----------------|
| CJP Spirit Wear            | 4,500.00         |               | 4,000.00          |                 |
| Student Art Cards          | 2,500.00         |               | 200.00            |                 |
| Spring Fundraiser          | 1,500.00         |               | 0.00              |                 |
| MAPSS Art Auction          | 1,300.00         |               | 1,300.00          |                 |
|                            |                  |               |                   |                 |
| Healthy Hunger (Fun Lunch) | 7,700.00         |               | 3,000.00          |                 |
| Winter Dance               | 900.00           |               | 650.00            |                 |
| Mabel's Labels             | 100.00           |               | 0.00              |                 |
| Flipgive                   | 50.00            |               | 0.00              |                 |
| Skip the Depot             | 500.00           |               | 0.00              |                 |
| Donations/Grants           | 100.00           |               | 0.00              |                 |
| Benevity                   | 1,000.00         |               | 0.00              |                 |
| Interest                   | 1.00             |               | 0.00              |                 |
| Interest (Term)            | 750.00           |               | 0.00              |                 |
| <b>Total</b>               | <b>20,151.00</b> | <b>0.00</b>   | <b>9,150.00</b>   | <b>0.00</b>     |

| Operating Expenses/Disbursements   | Budgeted Income | Actual Income | Budgeted Expenses and Disbursements | Actual Expenses and Disbursements |
|------------------------------------|-----------------|---------------|-------------------------------------|-----------------------------------|
| Discretionary                      |                 |               | 800.00                              |                                   |
| SC & PA Expenses & Stationery      |                 |               | 800.00                              |                                   |
| Winter 2025 Speaker Event          |                 |               | 300.00                              |                                   |
| Fall Events                        |                 |               | 800.00                              |                                   |
| Winter/Spring Events               |                 |               | 1,500.00                            |                                   |
| Discovery Garden                   |                 |               |                                     |                                   |
| Maintenance/Improvements           |                 |               | 900.00                              |                                   |
| School Requests                    |                 |               | 1,000.00                            |                                   |
| School Requests - Families in Need |                 |               | 1,800.00                            |                                   |
| Grade 6 Farewell                   |                 |               | 500.00                              |                                   |
| Sports Day                         |                 |               | 500.00                              |                                   |
| <b>Total</b>                       | <b>0.00</b>     | <b>0.00</b>   | <b>8,900.00</b>                     | <b>0.00</b>                       |

| Term Deposits                           | Current Account Balance |  |  |  |
|-----------------------------------------|-------------------------|--|--|--|
|                                         |                         |  |  |  |
|                                         |                         |  |  |  |
| Term Deposit - Playground Maintenance I | 5,000.00                |  |  |  |
| Term - General 1                        | 10,000.00               |  |  |  |
| Term - General 2                        | 8,000.00                |  |  |  |
| Term - General 3                        | 5,000.00                |  |  |  |
| Term - General 4                        | 5,000.00                |  |  |  |
| Term - General 5                        | 5,000.00                |  |  |  |
| <b>Total Term Deposits</b>              | <b>38,000.00</b>        |  |  |  |

| Account Balances                     | Budgeted         | Actual           |
|--------------------------------------|------------------|------------------|
| Opening Balance                      | 40,521.81        | 40,521.81        |
| Accounts Receivable/Accounts Payable | 1,397.56         | 1,397.56         |
| Income                               | 20,151.00        | 0.00             |
| Expenses/Disbursements               | (18,050.00)      | 0.00             |
| Playground Maintenance Fund          | 5,000.00         | 5,000.00         |
| <b>Ending Balance</b>                | <b>39,020.37</b> | <b>36,919.37</b> |
| Accounts Receivable/Accounts Payable |                  | 0.00             |
| <b>Current Bank Balance</b>          |                  | <b>36,919.37</b> |