
In Attendance

Chelsea Ray, President	Angie Pighin, Vice President	Nicola Veasey-Jalbert, Treasurer
Shannon Kinch, Director	Kali Kasper, Secretary	Gessica MacDonald, Director
Kristi Purnell, Director	Karen Allison, Director	Marlies Kuechler, Director
Hana Hooper	Jonathan Klinger	Amy Bieraugle

Welcome and Call to Order

Chelsea Ray (2 mins), 7:03pm.

Addendum to Agenda

Chelsea Ray (2 mins), none.

Adoption of January 24 Meeting Minutes

Chelsea Ray (2 mins)

Chelsea Ray motioned to adopt January 24 meeting minutes, Nicola Veasey-Jalbert seconds. All in favor, motion carried.

Old Business

- Chelsea Ray and Kali Kasper to take letter to the bank with approved minutes showing their change in roles and adding Kali as signor to account.
- Action for Chelsea Ray to keep FOW meeting minutes together in a binder and eventually keep them at the school. Done. Bylaws added, minutes added, old copies added as well. **Angie has all the old secretary materials that she will hand off to Kali so, this is an action for Angie Pighin and Kali Kasper to exchange these.**
- Grade 6 camp funds, what to do from here? School council talked about year end funds, camps and grad. Chelsea mentioned this to School Council. Jonathan will talk about options in the Teachers Report.

- Nicola Veasey-Jalbert to forward FOW fundraising amounts and efforts to Jonathan Klinger for Westbrook School Newsletter. Not done yet because nothing has been paid yet. Once invoices are paid, this will get done. Done.
- Nicola Veasey-Jalbert to pay for Alien-In-Line skating. Done.
- Shannon Kinch to hand casino paperwork to Nicola Veasey-Jalbert. Not done yet.
- Amy Bieraugle and Chelsea Ray to fill out an application for the playground 50/50 fundraiser license. Done!

New Business

Teachers Report, Jonathan Klinger (15 mins)

- It was Professional Learning day on January 31, K-3 teachers and learning assistants continued with layers of reading, this is almost done. In the afternoon, most staff did a course through the Indigenous University of Canada. This was some of the best professional learning that they have ever done, lots was learned on residential schools and other topics as well.
- Westbrook has a new learning assistant named Laura Moon (in Kindergarten classroom), she has been great!
- The school received new furniture in the grade 7/8 hallway, this came from the “new build” money. There are two more tables coming in May to finish off the space.
- Fun Lunch is back and the kids love it! Plus, there has been lots of support. On April 12 is Subway and the school is looking at expanding Fun Lunch for next year.
- Valentines Day and pink shirt day all went well. Families are continuing every week and assemblies are back to normal in the gym.
- Junior B basketball teams are up and running, the girls are undefeated, and the boys are doing great as well.
- The last Junior B tournament is coming up with the boys hosting and the girls are going somewhere else for their last tournament.
- Badminton starts right after basketball is done, kicking off with April 12 at the badminton facility in Calgary.
- Track and Field will be the last of athletics for the year.
- Grade 7/8 had a presentation from Mothers Against Drunk Driving (MADD).
- There are six Westbrook students participating in Equine Therapy (straight west of the school), Mrs. Kondrat said it’s going great.
- Field trips – Teachers are trying to book some before the end of the year. Ski trips are hard to book right now due to staffing issues at ski hills and all schools want a field trip now so, ski hills are overwhelmed. Due to these factors, this is day to day right now.
- To the West of the school where construction material is stored, the students have nicknamed the area “Lumpy Bumpy”, the grass seed isn’t taking hold so Jonathan is looking for a long term solution. It might get fenced off again so the grass can get a better chance to grow as it is very muddy right now.
- School workbook (old school education plan) is continuing and will be done in April.
- In reference to the gym loan, it was discovered that the school CAN use the old school reserve funds to pay it down! There is a possibility that the school can access the school reserve money this year when they originally had to wait until next September. That would be awesome!
- The school is looking at having conversations on complimentary courses or “options”. Previously, French and drama has ran all year, also music and tech. However, they are looking at

offering different courses. Timetable, budget, staffing, etc. is all being taken into account. Photography, financial literacy, environmental stewardship, basic woodworking, food courses and more are all being considered. These are preliminary conversations; nothing has been decided yet.

- School fees are a topic that needs to be talked about with School Council regarding the new complimentary courses. Amy mentioned the “Farm to Cafeteria Program”. They cover some fees. Jonathan said these school fees go to the school of trustees but upon first look, Fine Arts would be \$20, wood working would be \$40 and other courses have different prices.
- New requests: Jonathan says since we have come out of the pandemic, details are pouring in!
 - 1) Mrs. Zboya is asking for \$317.50 USD plus shipping costs for a set of decodable books. In case of shipping and exchange, can we approve up to \$450?
 - 2) Mrs. Steiner is looking at replenishing grade 5 science materials. Replacing magnets, compasses, and beakers (these materials also overlap with Grade 2 supplies) for approximately \$1000.
 - 3) Mrs. Kondrat is inquiring about getting transportation for Equine therapy for \$567. Can this expense be covered with AGLC funds? Nicola says this shouldn't be a problem to cover with AGLC funds.
 - 4) The Grade 7/8's missed out on camp, so Mrs. Bonaventura is looking at other options. One full day is already a go for Camp Evergreen, costing \$275.00 (Jonathan wants to confirm this number). Mrs. Bonaventura is also looking at tacking on some overnight options, they might be able to do an overnight at Camp Evergreen OR Camp Kiwanis (down toward Bragg by the roundabout) where they provide meals, busing and programming. This cost is \$7500 (\$220/student for the overnight part maximum). There aren't a lot of concrete details right now. The grade 7 and 8's missed a lot so Jonathan thinks this is a good idea. The school was thinking that the lighting for the gym and the purchasing of the technology will be covered by the new build money so this frees up some funds. Jonathan is asking for \$7500 for camp. This is separate from the \$275, also keeping in mind that students might do fundraising as well!
 - Grade 6 is going to another camp as well. How much was this? We approved the \$2200 (\$100/22 students) and FOW tabled the additional amounts that were being requested. We don't really have numbers for this yet.

Treasurer's Report, Nicola Veasey-Jalbert (15 mins)

Meeting Minutes Addendums

Report on Actionable Items/Outstanding Items:

1. Have invoice for School Play (outstanding) - \$200.00 – waiting for more invoices before issuing a cheque. Jonathan confirmed this was the only one outstanding.

Treasurer's Report

1. ATB Operating (Non AGLC Chequing) Account
 - A. Balance:
 - Statement balance as of February 28, 2022 - \$12,649.56.
 - \$0.10 of interest earned.
 - Cheque #87 - \$500.00 was issued – Cochrane High Alumni Award.
 - Available balance as of March 15, 2022 is \$12,149.56.

2. AGLC Net Raffle Proceeds Account

A. Balance:

- Statement balance as of February 28, 2022 - \$19,006.12.
- \$0.38 of interest earned.
- Cheque #39 to Westbrook School for \$1,716.28 was issued.
- Available balance as of March 15, 2022 is \$17,289.84.
- Need to spend these funds by July 2022.
- The Grandparents Program and the Alien-In-Line was paid out of this.

3. AGLC Casino Account

A. Balance:

- Statement balance as of February 15, 2022 - \$39,008.71.
- Cheque #23 - \$694.05 for Casino Advisor has been cashed.
- Received deposit from AGLC for \$37,144.76 from the Casino.
- Need to spend these funds by February 2024.

4. AGLC Raffle Prize Account

1. Balance:

- \$0 – bank noted inactive account.
- This account is being used for the 50/50 raffle (reactivated for this)
- Raffles need to be kept separate from other accounts

5. RVS Gym Expansion Loan Update

A. Balance:

- Remaining loan balance is \$60,920.07 – have until Aug 2024 to pay.

6. Attachment #1 – PY Operating Account Spending, Approved and Proposed 2021/2022 Budget

Friends of Westbrook School Society								
Forecast Income and Expenditure Schedule								
Operating (Cheqing) Account - (Non-AGLC)								
2021/2022 School Year								
Updated November 22, 2021								
FOW Operating Forecast and Actual Income - Non AGLC								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Revised Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	Sept	Opening balances	\$ 20,013.28	\$ 12,648.91	\$ 12,648.91	\$ 12,648.91	As at Sept 1, 2021	
2	ongoing	Bottle receipts	\$ 139.95	\$ 125.00	\$ -	\$ -	2019/2020 we earned \$173.35.	None so far in 2021
3	Spring	Badger Ridge Plant Fundraiser	\$ 3,210.85	\$ -		\$ -	2017/2018 earned \$1,326.97 profit, 2015/2016 \$1,054.16	
4	ongoing	Bank interest	\$ 12.33	\$ -		\$ 0.65	2019/2020 we earned \$5.91.	
5	Jun	Fundraising Gala (Spring Gala)	\$ -	\$ -		\$ -		Not held in 5+ years
6		Bottle drives	\$ -	\$ -		\$ -		Not held in 5+ years
7		Corporate Donations	\$ -	\$ -		\$ -	2019/2020 \$500.00 from Cochrane Gas Co-op	
8		Private Donations	\$ -	\$ -		\$ -	2018/2019 \$10K for gym expansion loan; Grade 8 donated \$718.01	
9		Service Club Donation	\$ -	\$ -		\$ -		
10		Grant Revenue	\$ 100,000.00	\$ -		\$ -	2020/2021 \$100K from RVC Recreation Grant - used for gym expansion	
11		BBQ Rental	\$ -	\$ -		\$ -	2019/2020 earned \$75.00	
			\$ 123,376.41	\$ 12,773.91	\$ 12,648.91	\$ 12,649.56		
FOW Operating Budgeted Item Forecast and Actual Expenses - Non AGLC								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Revised Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	Sept	Welcome BBQ	\$ -	\$ 500.00	\$ 500.00	\$ -	Cost shared with Westbrook School; 2019/2020 total was \$777.92; \$388.96 each	Cancelled in 2020 & 2021 due to COVID-19 - use for end of year BBQ
2	Oct	We-Day Support	\$ -	\$ -	\$ -	\$ -	2015/2016 cost was \$320 - have not spent since	
3	Jan	Cochrane High School Scholarship	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		Paid March 2022
4	May	Kindergarten Bags	\$ 227.50	\$ 400.00	\$ 500.00	\$ -	Moved from third party vendor to Kindergarten Teacher creating bags	Additional \$100 requested
6	Oct	Casino License	\$ -	\$ 150.00	\$ 150.00	\$ -	Will need to pay prior to Dec 2021 Casino	
7	ongoing	Photocopying/Courier Charge	\$ -	\$ 100.00	\$ 100.00	\$ -	Have not spent since 2018	
			\$ 727.50	\$ 1,650.00	\$ 1,750.00	\$ 500.00		
FOW Operating Non Budgeted Item Forecast and Actual Expenses - Non AGLC								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1		Grant Payment to RVS	\$ 100,000.00	\$ -		\$ -		
2		Loan Repayment to RVS	\$ 10,000.00	\$ 67,185.00	\$ 67,185.00	\$ -	Being paid back by FOW and Westbrook School per current arrangement	
3		WB Swag for Kindergarten Bags	\$ -	\$ -	\$ 300.00	\$ -	New item as of Nov 2021 - do we want to make this a budgeted item?	
			\$ -	\$ -	\$ -	\$ -		
			\$ 110,000.00	\$ 67,185.00	\$ 67,485.00	\$ -		
Non AGLC Fund Items that FOW could cover to free up school funds to pay down the loan								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	2018/2019	Grade 8 Year End Trip	\$ -	\$ -		\$ -	Non AGLC as recreational; 2018/2019 actual \$367.50	2019-2021 cancelled due to COVID-19
2	2018/2019	Year end field trip bussing	\$ -	\$ -		\$ -	Non AGLC as recreational; 2018/2019 actual \$892.50	2019-2021 cancelled due to COVID-19
			\$ -	\$ -	\$ -	\$ -		
		Projected Profit/(Shortfall)	\$ 12,648.91	(\$ 56,061.09)	\$ (56,586.09)	\$ 12,149.56	ties to bank summary	

Attachment #2 – PY AGLC Accounts Spending and Approved and Proposed 2021/2022 Budget

Friends of Westbrook School Society								
Forecast Income and Expenditure Schedule								
AGLC Accounts (Raffle and Casino)								
2021 2022 School Year								
Updated November 22, 2021								
FOW AGLC Accounts Forecast and Actual Income								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	Balance	Prior Casino Proceeds Balance	\$ 14,644.75	\$ 2,758.95	\$ 2,758.95	\$ 5,109.90	expenses and reimbursements	
2	Balance	TOTM Proceeds	\$ 18,999.70	\$ 19,004.24	\$ 19,004.24	\$ 19,004.24	Sept 1, 2021 balance	need to spend by July 2022
3	Mar-22	Casino Proceeds Estimate		\$ 40,000.00	\$ 35,000.00	\$ 37,144.76	2017 Casino funds ~\$43K; due to COVID - funds are expected to be lower	24 months from deposit
4	ongoing	Bank Interest	\$ 6.17			\$ 1.88		
			\$ 33,650.62	\$ 61,763.19	\$ 56,763.19	\$ 61,260.78		
FOW AGLC Budgeted Item Forecast and Actual Expenses								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	Nov	In-School Literature Initiative - Guest Author	\$ -	\$ 500.00	\$ -	\$ -	2019/2020 budget \$600.00; removed from budget Nov 22, 2021	PY Cancelled due to COVID-19
2	Jan	In-School Arts Initiative - Artist in Residence	\$ -	\$ 2,000.00	\$ 2,250.00	\$ -	2018/2019 actual \$819.00; additional \$250 requested	PY Cancelled due to COVID-19
3	Jan	In-School Physical Education Initiative - Alien In Line	\$ -	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	2019/2020 actual \$294.00 - deposit only; budget was \$1,250.00	PY Cancelled due to COVID-19
4	June	Grade 6 field trip - FOW Portion	\$ -	\$ 2,200.00	\$ 2,200.00	\$ -	Previously approved up to \$100 per student currently based on 22 grade 6 students	22/23 Policy Invoice is \$895.00
5	Jan	FOW D&O Insurance	\$ 850.00	\$ 1,000.00	\$ 1,000.00	\$ 895.00	prior years \$685 per year	
6		Dec 2021 Casino Expenses	\$ -	\$ 2,758.95	\$ 2,758.95	\$ 2,350.95	2017 Casino expenses actual \$2,307.90	Actuals \$2350.95 which was reimbursed to us
			\$ 850.00	\$ 9,708.95	\$ 9,458.95	\$ 4,495.95		
FOW AGLC Non Budgeted Item Forecast and Actual Expenses								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	2021/2022	Playground Donation	\$ 5,000.00	\$ -	\$ -	\$ -	agreement	
2	2021/2022	Seniors for Kids	\$ 150.00	\$ -	\$ 100.00	\$ 100.00	2020/2021 budget \$150.00	
3	2021/2022	Math Learning Supports	\$ -	\$ -	\$ -	\$ -	2019/2020 budget \$430.00	
4	2021/2022	Heros Program Books	\$ -	\$ -	\$ -	\$ -	2019/2020 budget \$457.00	
5	2021/2022	Educational Games	\$ -	\$ -	\$ 400.00	\$ 366.28	New item	
6	2021/2022	School Performance/Play Materials	\$ -	\$ -	\$ 500.00	\$ -	New item	\$200 still to be reimbursed
7	2021/2022	Tech Plan	\$ -	\$ -	\$ -	\$ -	New item	\$9350 tabled until Feb/Mar 22
8	2021/2022	Gym Lighting	\$ -	\$ -	\$ -	\$ -	New item	\$14000 tabled until Feb/Mar 22
			\$ 5,150.00	\$ -	\$ 1,000.00	\$ 466.28		
Walk-a-thon Approved but FOW Covered to free up non AGLC funds to pay down the RVS loan								
Line	Date	Description	2020/2021 Actual	Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	2021/2022	Grade 6 Camp Replacement	\$ 1,179.67	\$ -	\$ -	\$ -	This was the cost of the replacement camp; budget \$1,000.00.	Actual camp was cancelled due to COVID-19 so did on site school camp
2	2021/2022	Year end merit awards - 2021/2022	\$ 1,132.22	\$ -	\$ 1,250.00	\$ -	2020/2021 budget \$1,250.00	
3	2021/2022	Field Trips / Virtual Field Trips	\$ 1,095.34	\$ -	\$ 2,400.00	\$ -	2020/2021 budget \$3,200.00 or \$600 per class	
4	2021/2022	Mathletics	\$ 1,522.38	\$ -	\$ -	\$ -	2020/2021 budget \$1,532.00	
5	2021/2022	Year end merit awards - 2019/2020	\$ 957.82	\$ -	\$ -	\$ -	2019/2020 budget \$1,250.00	paid in 2021
6	2021/2022	Bussing for Swimming	\$ -	\$ -	\$ 5,310.00	\$ -	2019/2020 actual \$2,520 - budget \$3,780.00	lower due COVID-19
7	2021/2022	COP Bussing for Grade 4/5 Skiing	\$ -	\$ -	\$ -	\$ -	2019/2020 actual \$262.50 - budget was \$700.00	lower due to the cold weather
8	2021/2022	Bussing for Grade 6/7/8 Skiing	\$ -	\$ -	\$ 800.00	\$ -	2019/2020 actual \$840.00; budget \$840.00	
9	2021/2022	Grade 6 to 8 Active Living	\$ -	\$ -	\$ -	\$ -	2019/2020 budget \$1,300.00	Cancelled due to COVID-19
10	2021/2022	Fine Arts Trip - All Grades	\$ -	\$ -	\$ -	\$ -	2019/2020 actual \$1,500.00; budget \$1,500.00	\$9000 Tabled until Feb/Mar 22
11	2021/2022	Grade 6 Camp - WAT Portion	\$ -	\$ -	\$ -	\$ -	2019/2020 budget was \$1,250.00	Cancelled due to COVID-19
12	2021/2022	Classroom Supplies or Mathletics	\$ -	\$ -	\$ -	\$ -	2019/2020 budget was \$1,776.00	Not spend due to COVID-19
			\$ 5,887.43	\$ -	\$ 9,760.00	\$ -		
		Projected Revenue over Spending	\$ 21,763.19	\$ 52,054.24	\$ 36,544.24	\$ 56,298.55		
		Casino Account	\$ 2,757.32	\$ 40,000.00	\$ 35,000.00	\$ 39,008.71	ties to bank summary	should have 2 years from deposit
		Raffle Proceeds Account	\$ 19,005.87	\$ 12,054.24	\$ 1,544.24	\$ 17,289.84	ties to bank summary	need to spend money by July 20
		Projected Revenue over Spending	\$ 21,763.19	\$ 52,054.24	\$ 36,544.24	\$ 56,298.55		

New Business

- Need to elect two auditors for the upcoming annual corporate return process.
 - Last year Sarah and Shannon volunteered their time.
 - Any elected members can do this.
 - **Nicola Veasey-Jalbert motioned for Kali Kasper and Chelsea Ray to complete the auditor role, Angie seconds. All in favor, motion carried.**

- Bottle revenue – any update on bottle revenue?
- Regarding the \$7500 for camp; 34(?) students total with 275 + 567 + 2200 + 450 (books) = \$792
 - At our last approval meeting, we basically approved \$19,000. FOW could potentially subtract the technology (computers) and lights from this with funds being left over.
 - It was noted that FOW can approve this expense out of new casino funds as AGLC funds are allowed to be used here.
 - Chelsea Ray noted that FOW usually spends around \$100/student on the camp and FOW tries to keep this the same every year for each student so, \$220/student seems high. The school could ask the students to fundraise.
 - **We will invite Kim Bonaventura to the next FOW meeting to discuss the Grade 7/8 Camp, action here for [Kali Kasper](#) to invite her!** This will give the situation more context and information regarding camp costs and options.
 - **Nicola Veasey-Jalbert makes a motion to cover expenses for the Grade 2 decodable books for \$450, transportation to equine therapy for \$567, upgraded Grade 5 science equipment for \$1000 to total \$2017.00, Chelsea Ray seconds. All in favor, motion carried.**
 - Will there be any swimming? We had approved this previously and the funds are sitting there. Spray Lakes is dealing with a staff shortage and Westbrook is having a hard time getting ahold of Spray Lakes staff. The school is currently unsure and cannot confirm swimming lessons right now.
 - **Action for [Nicola Veasey-Jalbert](#) to reach out to Corina Dixon regarding the Play Materials invoice. This invoice is pending payment.**

Fundraising Report, (10 mins)

- Playground Fundraising Progress (Amy)
 - FOW got a sizable grant approval from Inter Pipeline for \$5000 and another private donation came in as well.
 - The Playground Fundraiser 50/50 jackpot is at \$1750 to date!
 - 50/50 flyers will be at the school soon to send out to families.
 - Forward on the 50/50 flyers to friends and family, spread the word!
 - Kari Mcluney will put flyers up in neighboring communities like Bottrel and Water Valley.

School Council Update, Chelsea Ray &/or Nicola Veasey-Jalbert, (5 mins)

- Nothing noted.

Grant/Bursaries, (5-10 mins)

- Grade 8 Farewell Donation Request (Angie Pighin)
 - The Grade 8's generally get a donation from the school fair however, it is not happening this year. Would FOW be interested in donating?
 - They didn't want a specific dollar amount, they would be happy with anything.
 - There are 13 kids in the class this year.
 - AGLC funds cannot be used on this as it is not recreational.
 - **Could the FOW get Grade 8's to help with the BBQ (in June) and give them some money for this? FOW will table this for now however, action for Kali Kasper to add this to next agenda.**

New Business, (10 mins)

- **AGM notice – The FOW AGM must be before the end of April, as the bylaws state and FOW must provide 2 weeks' notice for the AGM. Notice was sent out previously, for the AGM on April 13, 2022.**
- Chelsea Ray wants to nominate Amy Bieraugle as a director for FOW. Angie Pighin and Karen Allison are leaving and FOW would like more hands-on deck as this makes for lighter work.
- **Action for Nicola Veasey-Jalbert to send out FOW bylaws to Kali Kasper. Done.**
- The FOW AGM is basically just to nominate directors for September, we can still approve things after this.
- Badger Ridge Flower fundraiser, is this happening?
 - We don't necessarily need it because of the casino. Our operating account is in good standing, we might do this in the future but for now, FOW is not going to do it unless someone wants to take this on.

Set Next Meeting

- AGM set for 7:00pm on Wednesday, April 13, please recruit your friends!
- There will still be a meeting on May 24, 2022.

Adjournment

- 8:14pm