



MINUTES

Friends of Westbrook School Society

January 24, 2022, 7:00pm
Zoom, Meeting ID: 628 127 1105

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), 7:05pm.

Addendum to Agenda

Chelsea Ray (2 mins), none.

Adoption of November 22 Meeting Minutes

Chelsea Ray (2 mins)

Nicola Veasey-Jalbert motioned to adopt November 22 meeting minutes, Chelsea Ray seconds. All in favor, motion carried.

Old Business

Action Items from last meeting

- Chelsea Ray to take letter to the bank with approved minutes showing she has moved from the Secretary role to the President.
- Kali Kasper to be added as signor at ATB.
 - We are now dealing with Carolyn Isbister at ATB as Colby Mainville is on leave. Carolyn noted that minutes can be submitted by email and completed through docusign. These minutes must include: 1) Kali has taken on the Secretary role with date, that 2) Kali is being added to the account as a signor with her new title and, 3) if anyone is to be removed from the account as a signor. These minutes must also 4) be signed by two individuals (one must already be a signor on the account) and 5) state who the current

signors are and whether the account is one to sign or two to sign. If there are additional responsibilities related to banking with the secretary role (ie. if Kali needs a bankcard or online administrator access, etc.), 6) these are also to be stated in the minutes submitted to ATB.

- May 31 minutes state Kali has accepted secretary position
- Past minutes with signor information? *Chelsea Ray will send Kali Kasper signed meeting minutes from May 31, 2021 to take to ATB.*
- Chelsea and Nicola are currently signors on the account, Sarah will get removed.
- Kali Kasper had an action to contact Corina Dixon regarding FOW minutes and agendas kept at the school. Kali has added Corina to the FOW email chain. Do we need to keep hard copies at the school or does someone do this already? Last year, Sarah and Melissa had them at the school. *Chelsea Ray will create a binder and find she will keep the binder at her house until we can go back to the school.*
- The grade 6 camp funds discussion was previously postponed, and a discussion must take place regarding costs. Jonathan said this has been hard, field trips were a go but now they are not. Jen Steiner (teacher) has tried to reach out to the camp and it's been hard to get any transparency. Teachers are still trying to get ahold of the camp to find out policies and to know if this is still happening. The camp wants a \$2000 deposit by the end of January (which is nonrefundable after the beginning of March), so the school is waiting for answers. Jonathan Klinger is willing to spend the \$2000 (even with it being nonrefundable) on the chance that they can send the kids to camp. They are exploring the option of getting grade 7 and 8's out there too (this is not common information yet) because they missed out on camp previously. There are still lots of questions and not many answers.
- Nicola Veasey-Jalbert to forward FOW fundraising amounts and efforts to Jonathan Klinger for Westbrook School Newsletter. This is not done yet because nothing has been paid yet. Once invoices are paid, this will get done.
- Note that quorum is 3 members for a FOW meeting to take place.

New Business

Teachers Report, Jonathan Klinger (15 mins)

- December 7 was farm safety day, it went well.
- School council workshop is December 9 & 16 on grief and compassionate conversations with kids. It inspired good conversations and there was great information. Maybe a guest speaker can be part of school council?
- Jonathan Klinger and Hanna Hooper did some professional learning on restorative practices with an inclusions message including building empathy for one another to have a safe, caring and compassionate school. They also talked about discipline by building empathy and making wrongs into a right. This was a 2-day course.
- Westbrook had a guest speaker on December 16, the former Humbolt Bronco Ryan Straschnitzki and his message was working as a team and playing sledge hockey.

- There was an extended winter break, as per the Alberta Government. Teachers caught up on some professional learning at this time around layers of learning where there were lots of teacher conversations.
- First day of Kindergarten registration is today! Westbrook ran a newspaper add and an email reminder went out today. There is an orientation video on the Westbrook School website.
- January 31 is professional learning on PBIS (positive and behavioral supports and interventions). This includes how to deal with discipline in the school using positive support and they will focus on four seasons of reconciliation which is an online based information session to help understand truth and reconciliation and how to incorporate this in the school.
- Rockyview schools is starting sports back up! Basketball will start soon and hopefully Badminton as well.
- Teachers are hoping that the School Workbook (the prior school education plan) will be out for review March/April, as there is a May due date.
- The yearbook from last year is complete! The email will go out tomorrow to order.
- Fun lunch is a go! It will start in February and run once a month until the end of the year.
- Rockyview has provided a travelling child development advisor (she goes to 5/6 different schools) and she comes to Westbrook School approximately every 2 weeks to talk about friendship and zones of regulation. This is a nice little bonus offered by Rockyview.
- School fair – There are big concerns over COVID and they wondered if there enough time to complete entries. As of now, it looks like it will get cancelled. Since it is the 65th School Fair, they want to do it well. There will probably be a book fair in lieu of this, whether it is virtual or not, that is TBD.
- Jonathan Klinger wanted to give a shout out to the amazing staff at Westbrook, they are doing a fantastic job at maintaining a positive and inclusive environment!
- Jonathan Klinger has not seen a request for the Cochrane High Scholarship come through yet, Nicola Veasey-Jalbert inquired about this.
- It turns out that there is still some new build money left to spend as Jonathan has received approval for brand new stage lighting in the gym. Rockyview is also paying to replenish 30 to 40 new Chrome Books! Additionally, these funds will pay for new outdoor soccer nets and there might be more covered as well. Jonathan is waiting for quotes on the stage lighting and the computers will get ordered soon. This will free up around \$34,000! FOW was waiting on approving these costs to see how much casino funds would be received but, this frees up some money to put toward the playground!
- The fine arts theatre will not proceed as planned due to COVID restrictions.

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

Meeting Minutes Addendums

Report on Actionable Items/Outstanding Items:

- Alien-In-Line invoice – Corina will give to me when she has a few invoices for us to pay.
- Any more invoices that will be coming our way for payment?
 - Jonathan is going to take a spreadsheet and update it and he will get it back to us.
 - Let's get Alien-In-Line done and off the books and then everything else can be compiled, this is an action for Nicola Veasey-Jalbert and Jonathan Klinger.

Treasurer's Report

1. ATB Operating (Non AGLC Chequing) Account

A. Balance:

- Statement balance as of December 31, 2021 - \$12,649.35.
- \$0.11 of interest earned.
- Cheque #86 - \$64.00 was cashed - Refund of Walk-A-Thon and Alien-In- Line deposits made in error to FOW account.

2. AGLC Net Raffle Proceeds Account

A. Balance:

- Statement balance as of December 15, 2021 - \$19,005.36.
- \$0.37 of interest earned.
- Balance is current and there are no outstanding cheques.
- Need to spend these funds by July 2022.
- AGLC has been giving extensions, they might extend it again. Nicola doesn't think we would have an issue.

3. AGLC Casino Account

A. Balance:

- Statement balance as of December 15, 2021 - \$2,758.95.
- Cheque #21 - \$757.57 for Casino Advisor was issued and cashed.
- Cheque #22 - \$899.33 for Casino Advisor was issued and cashed.
- Cheque #23 - \$694.05 for Casino Advisor was issued but still to be cashed.
- Received deposit from AGLC for \$2,350.95 for reimbursement of Casino fees
- Shannon - I believe you have the other cheques and Casino paperwork.
 - i. Shannon Kinch does have them and Nicola Veasey-Jalbert will get these from her soon.
- b. These are funds from prior casino
- c. Likely will see new casino funds in March, 2022

4. AGLC Raffle Prize Account

1. Balance:

- \$0 – bank noted inactive account.

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 (Chequing) 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. 2017/2018 earned \$1,326.97 profit, 2015/2016	None so far in 2021
3	Spring	Badger Ridge Plant Fundraiser	\$ 3,210.85	\$ -		\$ -	\$1,054.16	
4	ongoing	Bank interest	\$ 12.33	\$ -		\$ 0.11	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	\$ 12,649.02		
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	\$ -		
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	\$ -		
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	\$ -	\$ -	\$ 1,200.00	\$ -	Non AGLC as recreational; 2018/2019 actual \$892.50	2019-2021 cancelled due to COVID-19
			\$ -	\$ -	\$ 1,200.00	\$ -		
		Projected Profit/(Shortfall)	\$ 12,648.91	\$ (56,061.09)	\$ (57,786.09)	\$ 12,649.02		

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	Revised 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	\$ -	expenses	
2	Balance	TOTM Proceeds	\$ 18,999.70	\$ 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	\$ -	2017 Casino funds ~\$43K; due to COVID - funds are expected to be lower	24 months from deposit
4	ongoing	Bank Interest	\$ 6.17	\$ -		\$ -		
			\$ 33,650.62	\$ 61,763.19	\$ 56,763.19	\$ -		
FOW AGLC Budgeted Item Forecast and Actual Expenses								
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	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	\$ -	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	\$ 3,175.00	\$ -	Previously approved up to \$100 per student currently based on 22 grade 6 students; addition based on scenario 4	PY Cancelled due to COVID-19
5	Jan	FOW D&O Insurance	\$ 850.00	\$ 1,000.00	\$ 1,000.00	\$ -	prior years \$685 per year	
6		Dec 2021 Casino Expenses	\$ -	\$ 2,758.95	\$ 2,758.95	\$ -	2017 Casino expenses actual \$2,307.90	Any estimates?
			\$ 850.00	\$ 9,708.95	\$ 10,433.95	\$ -		
FOW AGLC Non Budgeted Item Forecast and Actual Expenses								
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	2021/2022	Playground Donation	\$ 5,000.00	\$ -	\$ -	\$ -	agreement	
2	2021/2022	Seniors for Kids	\$ 150.00	\$ -	\$ 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	\$ -	New item	
6	2021/2022	School Performance/Play Materials	\$ -	\$ -	\$ 500.00	\$ -	New item	
7	2021/2022	Tech Plan	\$ -	\$ -	\$ 9,350.00	\$ -	New item	
8	2021/2022	Gym Lighting	\$ -	\$ -	\$ 14,000.00	\$ -	New item	
			\$ 5,150.00	\$ -	\$ 24,350.00	\$ -		
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	Revised 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	\$ -	\$ -	\$ 9,000.00	\$ -	2019/2020 actual \$1,500.00; budget \$1,500.00	Cancelled due to COVID-19
#REF!	2021/2022	Grade 6 Camp - WAT Portion	\$ -	\$ -	\$ -	\$ -	2019/2020 budget was \$1,250.00	Cancelled due to COVID-19
#REF!	2021/2022	Classroom Supplies or Mathletics	\$ -	\$ -	\$ -	\$ -	2019/2020 budget was \$1,776.00	Not spend due to COVID-19
			\$ 5,887.43	\$ -	\$ 18,760.00	\$ -		
		Projected Revenue over Spending	\$ 21,763.19	\$ 52,054.24	\$ 3,219.24	\$ -		
		Casino Account	\$ 2,757.32	\$ 40,000.00	\$ 2,650.00	\$ -	should have 2 years from deposit date - approx April 2024	
		Raffle Proceeds Account	\$ 19,005.87	\$ 12,054.24	\$ 569.24	\$ -	need to spend money by July 2022	
		Projected Revenue over Spending	\$ 21,763.19	\$ 52,054.24	\$ 3,219.24	\$ -		

New Business

- D&O Insurance
 - Policy expires February 1, 2022.
 - I have reached out to Lloyd Sadd to initiate the renewal process and obtain an estimate for a new policy.
 - I received the quote today - \$895, up from \$850 last year and \$685 three previous years D&O insurance is getting harder and harder to get, cost will likely keep rising.
 -
 - Basically the same coverage except:
 - Defence cost allocation \$900K instead of \$1M
 - Defence cost outside limit of liability – now \$1M instead of unlimited
 - Privacy and Security Breach removed – no longer available
 - Communicable disease exclusion – entity only added
 - Cyber exclusion for insured entity added
 - Compliance with Applicable Sanction Laws Endorsement added
 - Separate Cyber insurance application process if interested
 - Only exposure area is online banking
 - Have mitigated by only accepting deposits – no payments made electronically
 - The coverage for cyber insurance is \$500,000. Does FOW want to do this? We probably don't have the exposure although this is something to consider in the future.
 - **Nicola Veasey-Jalbert motioned to approve the quote for \$895.00 for D&O insurance, Chelsea Ray seconds. All in favor, motion carried.**
 - We could get quotes from other insurance companies if someone wants a project. This D&O insurance must be renewed annually now. We were previously on a 3-year term but since the cost has continually risen, FOW has only been offered annual renewals through Lloyd Sadd.
- Cochrane High School Scholarship Request – Jonathan have you received this? Maybe in the school mailbox? If not, I can follow up with Cochrane High. This was covered in the Teacher's Report.
- Bottle revenue – any update on bottle revenue?
- Treasurer Position open for next year
 - I intend to step away from this role at the end of this year due to work and other volunteer commitments.
 - If anyone knows of anyone interested, I am happy to chat with them about the position and if we find someone interested can have them job shadow for the remainder of the year.
 - I will draft up a summary of tasks and timing in case anyone is interested.

Fundraising Report, (10 mins)

- The casino was a success, still waiting for funds and should see them in March.
- Thank you to everyone who helped out!!
- Do we want to do another Badger Ridge fundraiser? It was very successful last year but Amy Bieraugle has other fundraising ideas as well. We could ask for feedback regarding this fundraiser, to see if it's worth pursuing. Angie Pighin will be brought into this conversation.

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

- Fun Lunch is a go!
- School council is looking for a treasurer for next year, please let them know if you are interested or have someone in mind.
- There is a Digital Media Overuse with the youth webinar tomorrow night.

Grant/Bursaries, (5-10 mins)

- Nothing to report.

New Business, (10 mins)

- Playground update, Amy Bieraugle
 - Amy has submitted grant applications to Inter Pipeline and should hear back in 4-6 weeks.
 - White Cap, Ridge Back and Bonavista have oil wells around Westbrook, there is potential for donations/funding there.
 - Amy is pursuing a Kal Tire grant and is waiting on 2 quotes. This must be done by February 26, 2022 and on November 1, Amy will apply for another grant.
 - The 50/50 fundraiser has been approved by School Council. Amy is wondering, what does she need to do through FOW? We have an AGLC number but we have to apply for a license through that specific 50/50, each one is a separate item. **So, an application will have to go in and Amy Bieraugle and Chelsea Ray can do this together.** It's a simple process online, it doesn't take long to get approved and it comes back within a week. **Amy Bieraugle motioned to apply to AGLC for a license to benefit the new playground initiative, Nicola Veasey-Jalbert seconds. All in favor, motion carried.**
 - Amy Bieraugle has considered another fundraiser idea, an online auction with Olds or a different auction service as they have a wide spanning audience. Amy hopes to find some big-ticket items but she is also wondering what to do here. Does she ask for items through Corina Dixon? We could make it a bit more spammy to try to get more traction. Amy thinks it should be sent through Corina directly on the email instead of opening the link. There could be a reining or roping clinic, those are just a few quick ideas so far.
 - Should we send a letter to the University of Calgary? WA ranch donated about 10,000 acres to the U of C and they currently operate the land now. So, maybe we should remind them that our school is right by the WA ranch that was donated!
 - Jonathan Klinger wants to be strategic about when we do the fundraisers and spread them out. Start with 50/50 maybe and continue from there.

- This is Nicola Veasey-Jalbert's last year with FOW. Nicola is writing a job description for the Treasurer position to ease the transition. If someone wants to start soon, Nicola would be happy to job shadow. In the months of June, July and August, a lot of reporting is done so this is something to keep in mind. Thanks Nicola, for all of your hard and thorough work, you have done so much for the Friends of Westbrook and School Council and we are grateful for your time spent here!!

Set Next Meeting

- Set for 7:00pm on March 21, 2022.

Adjournment

- 8:11pm