

MINUTES

Castle Park Learning Garden

Sept. 24, 2018 @ 7pm | Meeting called by Paige Olson

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Learning Garden Committee - General Meeting

ATTENDEES: Paige Olson, Jolene Carlsen, Rosie Perrin, Denise Burrows-Mash, Tiffany Stewart, Mehreen Saleem, Nicolas Chesworth, Pamela Hiller

REGRETS:

Special Notes:

1. Welcome and Introductions

2. Approval of agenda and last meeting's minutes

September 6th meeting minutes approved and posted to PAC website on Learning Garden page;
Agenda approved

3. September 6 Action Items and old business

| Action Item from Sept. 6 meeting and updates | Item Ref. | Who | Due Date |
|---|-----------|-------------|--------------|
| Follow up to obtain phasing and cost information from Stephen Watt, SD43 Facilities Dept. Update – discussed in Item 5 | 4 | Paige Olson | ongoing |
| Prepare and assemble Learning Garden information and pamphlets to go home for all parents. Update – letter and pamphlets to go home with all students late September | 5 | Paige Olson | September |
| Research and apply for applicable grants Update – Jolene located two grants - Mehreen and Rosie assessed applicability and we could not apply for these, Grant team will check grantwatch website. | 6 | Grant team | ongoing |
| Check if we can use BackPAC for Will Stroet registrations Update – discussed in Item 7B | 7 | Rosie | September 24 |

| | | | |
|--|---|-----------|--------------|
| Check if we have a Return-It Bottle Depot account and if not set one up for fundraising Update – discussed in Item 7A | 8 | Tiffany | September 24 |
| Continue to discuss fundraising ideas and options | 8 | Committee | ongoing |

4. Vegetable Garden Grand Opening – September 25th, @ 9am

Krista Shields will be hosting a schoolwide grand opening of the vegetable garden on September 25th. Attendees will include all staff and students, Shane Pope (planter builder), Rob Zambrano (SD43 Assistant Superintendent), reporter from What’s On Port Coquitlam magazine. Parents are welcome to attend. Paige will give a brief overview of the vegetable garden and students from Krista’s class last year will speak and do ribbon cutting.

Principal Kim Tompkins met with Stephen Watt with the SD43 Facilities Dept. in July to discuss the Learning Garden and establishing phases and costing and drawings for each. Paige followed up with Stephen but is still waiting to hear back with a scope of work. Paige will follow up again.

5. SD43 Facilities update on phases / cost estimate

We are currently waiting for Stephen Watt to provide this documentation. Paige has emailed several times with no response so Kim will try to contact him.

Jolene spoke with Rob Zambrano (SD43 Asst. Superintendent) to see if the project would be supported, indications are \$3-\$6K range and Rob will discuss this further with Facilities.

6. Grant Updates

Jolene found two grant options and emailed to the grant team. Whole Kids is an edible garden grant but cannot be used for anything else. The GoGrant centers around a field trip and was not deemed applicable. We will research the GoGrant further as there may be other components that we’re unaware of.

7. Fundraising / Advertising

A. Return-It Bottle Depot (Tiffany)

The Castle Park Learning Garden is set up in their system but only for the sort-your-own option, need to be a registered charity to set up for bag drop and this is not possible. Once we have details nailed down we can let parents know.

B. Will Stroet Concert (Jolene)

We have posters that need to be filled out with final details and posted to school doors. Pamphlets will go home in planners. For registration BackPAC should not be used because parents are not registered on it for hot lunches yet. Could use EventBrite and parents could print tickets - Pam to look into this option.

- We need to decide if we want to do concession – organizing, day-of sales, cleanup will require ~ 3-4 volunteers.
- We need to figure out the maximum capacity for standing vs. sitting options to ensure we don't oversell (to tell Candace)

Details – Early bird tickets \$10 to October 15th to school only. After Oct. 15th send to daycares via parents reps (Sonja – Hazelwood, Jolene – Rachel Farley, Tiffany – Creative Kids, Paige – Gail's Early Learning) and open to other southside PoCo elementary schools.

Important dates:

October 1 – Distribute information and registration begins
October 15th – \$10 early bird pricing ends, price goes up to \$15.
Distribute information to daycares and elementary schools

C. What's On Port Coquitlam (Nicolas)

If we go ahead they require information last week of September including pictures and a short write-up.

D. Donor Letter (Rosie)

Rosie is working on a donor letter and will submit to the group for review by next meeting.

8. Open Discussion

- There will be a decision made shortly on whether the school will have a musical at Christmas, in which case we would not do the card fundraiser.
- Stream of Dreams will be coming to the school to host a conservation workshop and students will paint their own fish to be installed as a mural on the school chain-link fences.
- Regarding a potential carnival – Paige will ask Greg to see if there are any carnival games in the container outside.

Looking Forward / Action Items

| Action Item | Item Ref. | Who | Due Date |
|--|-----------|------------------------------|------------------|
| Prepare and assemble Learning Garden information and pamphlets to go home for all parents. | 4 | Paige Olson | late Sept. |
| Follow up to obtain phasing and cost information from Stephen Watt, SD43 Facilities Dept. | 5 | Paige Olson and Kim Tompkins | ASAP and ongoing |
| Research and apply for applicable grants | 6 | Grant team | ongoing |
| Research options for bag-drop for Return-It Depot | 7A | Tiffany | October 22 |
| Set up registration/payment option for Will Stroet Concert | 7B | Pamela | October 1 |
| Distribute advertising through planners and posters | | Jolene/Paige | |
| Write Donor Letter and distribute to Committee | 7D | Rosie | October 15 |
| Continue to research fundraising ideas and options | | Committee | ongoing |

Next Meeting: Monday, October 22, 2018 @ 7pm