

MINUTES

Castle Park Learning Garden

Oct. 22, 2018 @ 7pm | Meeting called by CPLGC

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Learning Garden Committee - General Meeting

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

REGRETS: Nicolas Chesworth

Special Notes:

1. Welcome and Introductions

2. Approval of agenda and last meeting's minutes - Rosie

September 24th meeting minutes approved and will be posted to PAC website on Learning Garden page; Agenda approved

3. Review action items from Sept. 24 - Rosie

Action Item from Sept. 24 meeting and updates	Item Ref.	Who	Due Date
Prepare and assemble Learning Garden information and pamphlets to go home for all parents – Complete	4	Paige Olson	Late Sept.
Follow up to obtain phasing and cost information from Stephen Watt; SD43 Facilities Dept. – Several follow ups, ongoing	5	Paige Olson / Kim Tompkins	ASAP and ongoing
Research and apply for applicable grants – Grant team will continue to research grants.	6	Grant team	ongoing
Research options for bag-drop for Return-It Depot – discussed in Item 7	7A	Tiffany	October 22
Set up registration/payment option for Will Stroet Concert Distribute advertising through planners and posters - complete (see Item 6)	7B	Pamela Jolene/Paige	October 1
Write donor letter and distribute to Committee – deferred to when we have more phasing info and project details	7D	Rosie	October 15

4. SD43 Facilities - update on phases / cost estimate - Paige

To date no phasing/cost estimate from Stephen Watt has been provided and despite several attempts to contact him, there has been no response. Consequently, Kim Tompkins (Principal) sent an official letter to Stephen Watt emphasizing the need for phase/cost estimate ASAP and later cc'ed Superintendent Rob Zambrano.

Paige will follow up with Rob/Stephen.

5. Great Pumpkin Contest Fundraiser - Paige

In early October a large pumpkin was donated to Paige for fundraising for the Learning Garden. The Great Pumpkin Contest ran from October 5-16th after school and for \$1, students could guess the weight of the pumpkin. There was good enthusiasm for this event from both students and parents and the Environmental Leadership Team was involved in both tickets sales and advertising along with parent volunteers.

Six students correctly guessed the correct weight of the pumpkin (40kg) and Braxton Buchanan (Grade 3 – Mrs. Wong) won the pumpkin. **A total of \$165.10 was raised from this fundraiser.**

6. Will Stroet Concert

Key information:

<i>Date:</i>	November 23, 2018
<i>Time:</i>	6pm doors open, 6:30pm start
<i>Capacity:</i>	355 (standing)
<i>Tickets sold to date:</i>	185
<i>Concession:</i>	Chips, juice, frozen yogurt
<i>Volunteer positions to fill:</i>	15

It was suggested to have some pre-show entertainment – Jolene will find out what the Will Stroet team requires and from there can figure out what will work.

A. Advertising / Ticket Sales:

Advertising for Will Stroet was done via posters, parent notices and Facebook in early October and sales began shortly after; to date 185 tickets have been sold per Candace at the early bird price of \$10. The School Cash Online summary does not reflect this number however so Rosie will look into this and also find out how to obtain attendee information to be used at check-in at the concert. Regular pricing (\$15/ticket) applies henceforth and the group will send advertising to local daycares and through Susan Jenner's Facebook connection (Coquitlam Moms Group).

B. Concession:

The group decided that we should do concession at the concert including chips, juice boxes (Jolene) and frozen yogurt (Tiffany) from TCBY which Tiffany indicated can be done on consignment. Flavors will include chocolate, cotton candy, bubble gum and dairy-free mango sorbet. **Three parent volunteers** will be needed to run concession out of the PAC kitchen and Paige will reach out to student volunteers (Riverside or Environmental Leadership Group?).

C. Volunteers:

Parent volunteers will be required for set-up (4 people 3-4pm, chairs in back only, no mats), admissions (4 people 6-7pm), concession (5:30-7:30) and clean-up (4 people 7:30-8:30pm).

An online signup will be created and distributed first to this Committee and then to the parent community.

7. Return-It Bottle Depot

A corporate account will need to be set up in order to provide parents with the bag-drop express option at the Return-It Bottle Depot. Can set it up under Castle Park PAC (Rosie to run by Chair & Treasurer first).

8. Financial Snapshot

A cheque from the City of Port Coquitlam for **\$7,500** was received in October and has been deposited to the account. Parent donations to the Learning Garden since September via School Cash Online total **\$2,362.22** to date. As mentioned in Item #5, the Great Pumpkin Fundraiser earned **\$165.10**. According to the School Cash Online summary **\$1,420** is in the Will Stroet account; however, this does not reflect the 185 tickets sold so this will be looked into further.

9. Open Discussion

The PoCo Grant approval letter will be posted to the Learning Garden board, Facebook etc. along with the Cobs and Return-It Depot fundraiser information.

Paige will inquire about getting a digital copy of the What's on Port Coquitlam article. Rosie will talk to PAC about moving the PAC board to a more central location.

The new Environmental Leadership Group at Castle Park consists of 25! Grade 5 students who have already been involved in the Pumpkin Contest among other things and may be an option to help out at the Will Stroet concert.

Sonja will look into the possibility of re-using wood from the trees removed from the Port Coquitlam Rec Complex in some way for the Learning Garden.

Other potential fundraising ideas were discussed including Trivia Night (with possible 50/50), Paint Nite (4Cats?), Pub Night at Cat and Fiddle and creating/selling (Gr. 5 team) Christmas crafts.

Looking Forward / Action Items

Action Item	Item Ref.	Who	Due Date
Post September 24 th meeting minutes to PAC website (Learning Garden page)	2	Mehreen Saleem	October 25
Follow up to obtain phasing and cost information from Stephen Watt, SD43 Facilities Dept.	4	Paige Olson and Kim Tompkins	ASAP and ongoing
Put a cap on ticket sales on School Cash Online	6	Paige	October 25
Organize TCBY frozen yogurt sales for Will Stroet concession	6	Tiffany	November 13
Source chips/juice boxes for Will Stroet concession	6	Jolene	November 13
Contact Will Stroet team re: set up requirements to assess pre-show entertainment options	6	Jolene	October 27
Create and distribute online signup for Will Stroet Concert volunteers	6	Rosie	October 30
Set up a corporate account under Castle Park PAC for express bag-drop option for Return-It Bottle Depot (Rosie to run by Jennifer/Jeff first)	7	Tiffany/Paige	November 13

Investigate School Cash Online summary for Will Stroet vs. number of tickets sold	8	Rosie	October 25
Update Learning Garden board in foyer with PoCo Grant letter, post on Facebook page	9	Rosie	October 30
Discuss with PAC, moving PAC board to a more central location for greater visibility	9	Rosie / PAC	November 5
Look into options for using wood from trees removed from PoCo Recreation Complex for Learning Garden	9	Sonja	November 13
Investigate options for creating/selling LG craft at Christmas	9	Paige	November 13
Obtain digital copy of What's On Port Coquitlam article, if available	9	Paige	November 13
Look into possible Pub Night fundraiser at Cat and Fiddle	9	Pamela	November 13

Next Meeting: Tuesday, November 13, 2018 @ 7pm