

# MINUTES

## Castle Park Learning Garden

Nov. 13, 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, Pamela Hiller, Sonja Gruber

REGRETS: Nicolas Chesworth, Mehreen Saleem

### Special Notes:

#### 1. Welcome and Introductions

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

October 22<sup>nd</sup> meeting minutes approved and will be posted to PAC website on Learning Garden page;  
Agenda approved

#### 3. Review action items from October 22 - Rosie

Action Item from Oct. 22 meeting and updates	Item Ref.	Who	Due Date
Post Oct. 22 meeting minutes to PAC website – <a href="#">complete</a>	2	Mehreen	October 25
Follow up to obtain phasing and cost information from Stephen Watt; SD43 Facilities Dept. – <a href="#">several follow ups, ongoing</a>	5	Paige Olson / Kim Tompkins	ASAP and ongoing
Organize TCBY frozen yogurt for Will Stroet – <a href="#">complete</a>	6	Tiffany	November 13
Source chips/juice boxes for Will Stroet concessions - <a href="#">complete</a>	6	Jolene	November 13
Contact Will Stroet team re: set up requirements - <a href="#">complete</a>	6	Jolene	October 27
Create online signup for Will Stroet volunteers – <a href="#">complete</a>	6	Rosie	October 30
Set up a corporate account at Return-It Depot - <a href="#">complete</a>	7	Tiffany	November 13
Investigate SCO summary for Will Stroet vs. # tix sold – <a href="#">complete (all fine)</a>	8	Rosie	October 25

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Update Learning Garden board in foyer with PoCo Grant letter, post on Facebook – <a href="#">not yet completed</a>	9	Rosie	October 30
Move PAC Board - <a href="#">complete</a>	9	PAC	November 5
Look into options for using wood from PoCo Rec Complex – <a href="#">see Item #8</a>	9	Sonja	November 13
Investigate options for creating/selling LG craft at Christmas - <a href="#">cancelled</a>	9	Paige	November 13
Obtain digital copy of What's On Port Coquitlam article – <a href="#">not yet completed</a>	9	Paige	November 13
Look into possible Pub Night fundraisers – <a href="#">see Item #8</a>	9	Pamela	November 13

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#### 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 (letter and emails from Kim Tompkins (Principal)). There was discussion that any further communication would be best received coming from parents; hence, Mrs. Olson will no longer be the 'lead' on this but rather Denise Burrowes Mash on the LG Committee will take on 'Chair' and be the point of contact in the future.

Note – both Stephen and Rob Zambrano were invited to this meeting on short notice but could not attend. Next steps include to contact Stephen, then if no progress, we will arrange a meeting with Rob Zambrano to help get things moving. Pamela will reach out to School Trustee Michael Thomas to introduce the project and seek his support.

#### 5. Will Stroet Concert – final preparations – All

- To date 193 tickets have been sold through School Cash Online (185 early bird).
- Will Stroet will arrive at 5pm to set up – to play songs kids have learned with music teacher
- Leadership students from Riverside will earn volunteer time working up the crowd
- For concession we will order 250 bags of chips, 100 juice boxes and 250 frozen yogurts (on consignment); yogurts \$2, all else is \$1
- Float needed for entry and concession

## 6. Return-It Depot - Tiffany

An Express account has been set up so now there are 2 options – bag-drop of sort. Parents simply need to provide the Castle Park phone number and funds will be applied to the Learning Garden account. We should redeem funds twice per year.

## 7. January Pub Night-Mom's Night out – Pamela

- Cat & Fiddle – First 50 tickets \$10/ticket includes burger and beer – they encourage upsell of \$15-20;
- Gillnetter – no burger or beer nights but can accommodate 20/30 people;
- Orange – 30 upstairs capacity, 20 downstairs capacity, great reputation for community support;
- 4 Cats – nothing under brand but outside is a possibility here in the gym

## 8. Other potential fundraisers

- PoCo Bowling
- FundScrip Program (gift cards for stores) – stores have different % returns to PAC; they have online and paper programs
- Wood re-use from PoCo Rec – Kristin Dixon, City of POCO is the contact; Karen will let us know on October 27<sup>th</sup>; we will need to check with Rob Z. if we can reuse the wood

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## Looking Forward / Action Items

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Action Item	Item Ref.	Who	Due Date
Post Nov. 13 <sup>th</sup> meeting minutes to PAC website (Learning Garden page)	2	Rosie	November 18
Follow up to obtain phasing and cost information from Stephen Watt, SD43 Facilities Dept.	4	Various	ASAP and ongoing
Organize TCBY frozen yogurt sales for Will Stroet concession	5	Tiffany	November 18
Contact Will Stroet team re: set up requirements to assess pre-show entertainment options	5	Jolene	November 18
Get float for concession / entry to concert	5	Rosie	November 23
Update Learning Garden board in foyer with PoCo Grant letter, post on Facebook page	9	Rosie	November 23

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Look into options for using wood from trees removed from PoCo Recreation Complex for Learning Garden	9	Sonja	January 22
Research and apply for grants		Grant team	Ongoing

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Next Meeting: Tuesday, January 22<sup>nd</sup>, 2019 @ 7pm