

# MINUTES

## Castle Park Learning Garden

*February 26<sup>th</sup>, 2019 @ 7pm | Meeting called by CPLGC*

*Document ID: CPLG\_2018/19\_MM08\_Feb*

---

### Learning Garden Committee - General Meeting

---

ATTENDEES: Andrew Corbould, Paige Olson, Mehreen Saleem, Rosie Perrin, Tiffany Shanks, Sonja Gruber, Jeffrey Smithies (PAC Treasurer)

REGRETS: Denise Burrowes-Mash, Pamela Hiller, Nicholas Chesworth, Jolene Carlsen, Tiffany Stewart

---

Special Notes: Please take note of action items and due dates

---

#### 1. Welcome and Introductions

#### 2. Approval of agenda and January meeting minutes

January meeting minutes approved and posted to PAC website on Learning Garden page.

#### 3. Grant updates

- Nicholas C. – was looking into a grant but determined we were not eligible
- Pamela H:
  - Tree Canada Grant due March 1<sup>st</sup>. – will complete and submit
  - Vancity Community Branch Partnership (\$500) – will look further into this one as there is also a grant on their website for \$10,000 – eligibility TBD
  - Imperial Oil grant – ?? affiliation may not be appropriate for Learning Garden
- Jolene C:
  - Honda Grant – ongoing, TBD
  - McLean's Grant – ongoing, TBD

There is currently not much out there in the way of grants. The Mary Hill Safe Streets Facebook page advertised a Neighborhood Grant, though upon further investigation it is not applicable to Port Coquitlam, Mehreen will look into this further.

#### 4. Canada Post Community Grant Application

This grant application was discussed briefly as a possibility, Rosie will look into this further to determine eligibility. Note the deadline for this grant is April 5, 2019.

## 5. Possible Fundraisers (Plants and Seeds / Plant Sale / Gift Cards)

Tiffany presented several plant/seed fundraisers for consideration.

- A) Growing Smiles based out of the Fraser Valley does a spring plant fundraiser in mid-April to June with 30% return. The selection is manageable and this could be done as a Mother's Day/early May fundraiser. Tiffany Shanks will look into minimum product quantities for each item.
- B) Vesey's Bulbs provides a seed/bulb fundraiser with 50% return; however, the ordering process may be complicated and it is seeds/bulbs. Additionally, it may be difficult to narrow down their large selection – for all these reasons this was eliminated as an option.
- C) Florissa – Bulb fundraiser (50% return) completely web-based
- D) The Plant Place – based in Port Coquitlam this may be an option; however, there are many unknowns so this option was eliminated.

Following much discussion, the best option is Growing Smiles for a Mother's Day (May 12) / early May fundraiser with information to parents to be distributed in April. Tiffany Shanks will organize this with Growing Smiles. The following dates have been tentatively set:

- April 8 – 19<sup>th</sup> – parents place orders online
- May 8<sup>th</sup> – GS delivers product to school and parents pick up

## 6. Other possible fundraisers / landscaper updates

Other potential fundraisers were brought up by Paige that more directly involved the students. Ultimately the Committee agreed upon looking further into the following:

- 'Tea Cup' fundraiser for the K/1's – each student would plant a small plant inside a tea cup and sell after school to raise funds for the Learning Garden
  - Approx. 60 tea cups and saucers required
  - Tea cups could either be requested as donations from parent community or sourced from hospital thrift shops etc.
  - Would require a small amount of soil and succulent / plant that students could plant and sell after school to parents etc.
- Created by Kids for older grades – TBD depending on teacher approval
  - Students create a painting (~1.5 hrs. class time involved) which would then be made into a greeting card(s) that students could sell.

Sharon Thompson (SD43 Contractor Procurement) indicated the landscaping companies need to complete a site visit prior to providing quotes and cannot do this until the snow melts. As such there are currently no further updates from SD43 regarding landscaping contractor options.

Jeff Smithies, PAC Treasurer, reiterated that BC Gaming requires that any raffles/gambling within the school requires a gaming permit and documentation to be completed following the event. See the PAC Treasurer for guidance well in advance to each planned gaming event/raffle.

---

**Looking Forward / Action Items**

---

<b>Action Item</b>	<b>Item Ref.</b>	<b>Who</b>	<b>Due Date</b>
Continue to apply for grants as applicable	3	Grant team	March 1 <sup>st</sup> & ongoing
Look into Neighborhood Grant applicability to Port Coq.	3	Mehreen	April 10
Apply for Canada Post Community Grant if eligible and applicable (April 5 deadline)	4	Rosie	April 5
Organize Mother's Day Plant Fundraiser (Growing Smiles)	5	Tiffany Shanks	April 10
Organize Tea Cup fundraiser and delegate tasks to CPLGC as necessary	6	Paige	April 10
Look into details of Created by Kids fundraiser and relay information to group	6	Rosie	March 15
Discuss Created by Kids fundraiser with teachers and determine if it is to go ahead.	6	Paige	April 10

---

**Next Meeting: Wednesday, April 10<sup>th</sup>, 2019 @ 7pm**