

# MINUTES

## Castle Park Learning Garden

*Wed. May 22<sup>ND</sup>, 2019 @ 7pm | Meeting called by CPLGC*

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### Learning Garden Committee - General Meeting

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ATTENDEES: Andrew Corbould | Tiffany Stewart | Paige Olson | Rosie Perrin | Pamela Hiller | Sonja Gruber | Cindy Arcand | Jeff Smithies | Jolene Carlsen

REGRETS: Denise Burrowes-Mash | Nicholas Chesworth | Mehreen Saleem | Tiffany Shanks

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

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#### 1. Welcome and approval of agenda/last meeting's minutes

Agenda and April minutes approved.

#### 2. Progress Report – Drawings, tender process and timeline

Paul Whitehead of Greenway Landscape Architecture completed the specification drawings in mid-May following a few Committee revisions including decreasing the footprint of the gathering circle and width of the deck while still ensuring universal accessibility. A meeting was held at the school on May 16<sup>th</sup> including District & school staff, PAC rep. and two landscape contractors. The landscapers will submit their bids to the District by May 31<sup>st</sup> along with a detailed breakdown of costs. The Learning Garden Committee will meet with Sharon Thompson from the District on June 4<sup>th</sup> @ 5pm to go over the details of the bids and see what can be done within our current budget.

Initial construction work on the Learning Garden will likely be in July/August.

#### 3. Recent Fundraisers and Student Activities

##### a) Rubber Nosed Swamp Donkey Book

- There is lots of excitement among students about this book and several students have generously donated money to the Learning Garden as a result. 103 copies of the book have been sold through School Cash Online @ \$10/ea. A copy of the book was given to entertainer Michael Mitchell during a recent assembly. Future orders can be made through Western Sky Books.

b) K/1 Teacup Fundraiser

- Tiffany Shanks along with Mrs. Watkins and her mother were a huge help and donated many of the plants for this fundraiser. About 100 K/1 students assembled the planters on April 30<sup>th</sup> with help of many parents and they were sold at the Celebration of Learning on May 2<sup>nd</sup>. They sold out very quickly at a suggested donation of \$5/each and made \$979.70 for the Learning Garden.

Some students were disappointed their parents were not able to purchase the ones they made. Suggested to do a Pumpkin planter for the fall.

c) Growing Smiles Plant Fundraiser

- Tiffany Shanks organized this fundraiser and the plants were excellent quality. On delivery day, the Grade 3 students helped unload the truck and parents picked up between 2:30 and 5pm. It was suggested that if done again pickup could also be on a weekend to make it easier for parents. We have had some issues with PayPal on this one that are still being worked out but this fundraiser netted approximately \$350.

d) Created by Kids Art Fundraiser:

- This company has been excellent to work with, making it very easy for teachers and parents. Students continue to make their artwork from which parents can order a variety of merchandise (cards, coffee mugs, blankets, phone cases, magnets etc.). Order forms went home Thursday, May 16<sup>th</sup> and a reminder notice was sent home in planners today.

Teachers have been collecting any chq/cash orders (cheques made out to Castle Park PAC) and delivery of artwork will be during the week of June 17<sup>th</sup>.

e) Leadership Students' Projects

- Leadership students have recently stained the planter boxes, more plantings are going in and Creative Kids Daycare have indicated they will water the planter boxes during the summer.

f) Other

- As the end of the school year approaches:
  - Return-It Express – redeem online and cheque will be sent to PAC (1-2 wks)
  - Return-It Regular Collection Program – Tiffany will look into how funds are disbursed.
  - Cobs Breads – According to their Dough Raiser Agreement they send a cheque at the end of the school year.

#### **4. Finances**

Jeff Smithies, PAC Treasurer reinforced that all funds coming in for the Learning Garden, whether in the school's Learning Garden account or the PAC's Vancity account need to be itemized and documented. As well as good practice, this level of detailed documentation is necessary in case PAC accounts are audited by BC Gaming. The Learning Garden account is a subset of the PAC account so they are directly linked.

Future funds raised for the Learning Garden should where possible be kept in the PAC's Learning Garden account. For this year this would include the current Created by Kids fundraiser and the Used Toy & Book Sale.

Learning Garden financial activity has been maintained to date by Rosie Perrin with consultation from Jeff Smithies, and a detailed breakdown of activity throughout the school year up to May 21<sup>st</sup> was presented (attached). Note – this does not include the \$2500 remaining from the City of PoCo grant (presented upon completion), nor the \$3500 from the Tree Canada Grant which we were recently awarded. Also, the Growing Smiles totals have yet to be finalized.

#### **5. Grant Updates**

- a) Tree Canada – Pam will gather more specifics from Christian Wallis of Tree Canada regarding specific tree/plant species requirements, financial details and ceremony requirements. They require a detailed Event Sheet be filled out for acknowledgement.
- b) TD Friends of the Environment – Once we have the quote from the contractors (post-June 4) Rosie will submit another application – due July 15<sup>th</sup>. TD grants are typically \$2000 - \$8000.
- c) Vancity – Pam will look into this one further, no specific deadline
- d) Honda grant – Jolene will apply for this in the summer, open grant with no specific deadline.

#### **6. Thank You Letters**

After much discussion it was agreed that Castle Park cards could be used for Thank You's for the various donors to the Learning Garden. Students could write a message inside and those that needed something more formal could have a note included from LG Committee.

A spreadsheet will be generated via the office to include donor names, date thank you sent or similar to keep track of Thank You's created and sent. An email to the parent community will be sent in June.

## 7. New Business / Discussion

- a) **What's On Port Coquitlam** – looking to provide an update on the Learning Garden from last year's article – deadline is May 29<sup>th</sup>. Rosie/Andrew to provide letter with input from Committee including Owen's book, teacup fundraiser, kids staining boxes, Book & Toy sale.
- b) **June meeting** – Items to discuss include Canada Day Booth, teacup gardens, sale of Owen's book?
- c) **First Nations input to LG** – more appropriate to discuss elements with Rob Cowie (District) after the construction phase. Acknowledge etc. during ceremony.
- d) **Mala Bracelets** – Sonja discussed a potential fundraiser for November 2019 perhaps as a Mom's Night Out to make natural stone bracelets, could combine with a wine/cheese evening?? Bracelets are \$25 for the first and \$10 each additional. Sonja will check if the capacity can exceed 30 attendees.

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### Looking Forward / Action Items

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Action Item	Item Ref.	Who	Due Date
Distribute Created by Kids Art	3d	Paige w/teachers	Week of June 17
Redeem Return-It Express	3f	Rosie	May 31
Look into Return-It Depot Regular Program redemption	3f	Tiffany Stewart	May 31
Gather requirements from Tree Canada grant	5a	Pam	June 4
Apply for TD Grant ( <b>July 15 deadline</b> )	5b	Rosie	June 15
Apply for Vancity Grant (if applicable)	5c	Pam	September
Apply for Honda Grant (if applicable)	5d	Jolene	September
Compile list of Thank You Note recipients and send with student/LG committee thank you's as appropriate	6	Paige w/input from all	June 26
Prepare What's On PoCo article ( <b>May 29 deadline</b> )	7a	Andrew/Rosie	May 28
Get more details on Mala Bracelet fundraiser	7d	Sonja	September

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**Next Meeting: Tuesday, June 4<sup>th</sup> @ 5pm**

*This is an Important meeting so be there if you can –*

*Sharon Thompson will review the Landscape Contractor Proposals.*