

MINUTES

Castle Park Learning Garden Committee

Wednesday, October 16th, 2019 @ 7pm | Meeting called by Paige Olson

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Learning Garden Committee - General Meeting

ATTENDEES: Cindy Arcand, Treasurer | Mehreen Saleem | Andrew Corbould, Principal | Paige Olson, Teacher Liaison | Tiffany Stewart | Jolene Carlsen | Sonja Gruber | Rosie Perrin, PAC Co-Chair

REGRETS: Pamela Hiller | Denise Burrowes-Mash | Tiffany Shanks | Nicole Manson

Special Notes:

1. Welcome and approval of Agenda and September Minutes

September 2019 minutes approved. The agenda was amended as follows:

- Item #5 – added Pumpkin Bouquets
- Item #6 – added Assembly (Oct. 18), Great Pumpkin Contest and Poinsettia Fundraiser

2. Project Review and Progress

Deniza Holdings contractors began construction on Phase One of the Project (two new sandboxes and gathering circle) in early July, including drainage improvements and excavation of the sandboxes. The original completion date for this phase was September 30th, but due to other work in the District taking priority and a scheduled vacation for the contractor, the District has extended the deadline to October 31st (weather-permitting).

Planning is in progress for Phase Two which will include the decking, trees and pathways. An estimate was received for the installation of the trees in the amount of \$3947 (not yet approved by SD43). The \$3500 Tree Canada grant (reimbursement grant) will cover most of this cost. Furtado Forest Products has provided an estimated cost for cedar decking (material only) in the range of \$1200-\$1800. Andrew will follow up with Paul Greenway regarding exact positioning for trees and to check on options for cedar vs. pressure treated lumber for the gathering circle arbor.

3. Grant Updates

- Vancity Grant – as mentioned in the September minutes, we were awarded \$500 as part of Vancity's Community Branch Partnership Grant. A cheque presentation will be made to the students of the Garden Club at this Friday's assembly (Oct. 18). See item #6 below.

- Honda Grant - Jolene recently applied for the Honda Grant (\$10,000), an ongoing grant that may have subsequent parts to it.
- Whole Foods Grant - The Whole Foods grant is not applicable at this time as funding depends on plants currently in the garden, and other requirements including letters of support, photos, community involvement. We should apply for this in Spring 2020.
- The majority of grants involving outdoor projects will be in the Spring.

4. Finances

Over the summer \$770 in donations for the Learning Garden came in through School Cash Online. This is being held in the school's Learning Garden account. There have been no expenses yet this school year. See financial summary attached.

5. Fundraisers

- Halloween Costume Sale – The Halloween Costume sale took place on Oct. 9 (after school) and Oct. 10 (before and after school), led by Pam. Parents donated a lot of great costumes to the sale and a total of \$255 was raised (51 costumes sold @ \$5/costume). Paige Olson took all remaining costumes home for next year.
- Pumpkin Bouquets – Each member of the Garden Club (25 Grade 4's) created two pumpkin bouquet's each with the option for them to buy one. Pumpkins came from the Laity Pumpkin Patch and all flowers were donated so there were no expenses. A total of \$583 was raised for the Learning Garden.
- Movie Night Fundraiser (Nov. 22nd, 2019) – The movie will be Toy Story 4; pizza options TBD; Denise has organized the volunteer Sign up. Details regarding time, admission and food purchase process to be determined – consult with Denise.

6. New business

- Assembly (Oct. 18th) – Friday's assembly will include a cheque presentation from Vancity for \$500. Students from the Garden Club (wearing white/green) will accept the cheque and Learning Garden Committee members are invited to join.
- Great Pumpkin Contest – Another 'guess the weight of the pumpkin' contest will be held similar to last year. For \$1/guess, students will make their guesses throughout the week (by Division) and the winner will be announced on Thursday afternoon. Jolene will supervise the guesses on Thursday a.m./lunch and Mehreen will supervise on Wednesday after school. Cindy will check to see if a Gaming License is required (Oct. 17 update – as this is an element of 'skill' not 'chance', no gaming license is required per BC Gaming).

- Tiffany Shanks looked into a Poinsettia fundraiser through Growing Smiles and it was agreed this would be a good fundraiser to go forward with. Tiffany to organize details for a Tuesday, Dec. 3rd delivery date.

Looking Forward / Action Items

Action Item	Item Ref.	Who	Due Date
Follow up with Paul Greenway re: tree positioning (exact) & options for cedar vs. pressure treated lumber for arbor	2	Andrew	Nov. 13
Look into PoCo Rotary Club	-	Pam	ongoing
Organize Movie Night Fundraiser – Fri. Nov. 22	5	Denise	Nov. 22
Supervise Great Pumpkin Contest	6	Jolene/Mehreen	Oct. 23/24
Organize Poinsettia Fundraiser	6	Tiffany Shanks	Dec. 3

Next Meeting: Wednesday, November 13th, 2019 @ 7pm

Castle Park Elementary School Learning Garden Committee
Treasurer's Report September 1 to September 30, 2019

	Current	Year to Date
Revenue		
Online Donations	\$ 770.00	770.00
Bank Interest	0.85	0.85
	-	-
	-	-
	-	-
Total Revenue	\$ 770.85	770.85
Expenditures		
	-	-
	-	-
	-	-
Total Expenditures	\$ 0	0
Excess (Deficiency)		
Revenue over Expenitures	\$ 770.85	770.85
Cash on Hand		
At beginning of period	21,414.73	
At end of period	<u>\$ 22,185.58</u>	
Cash Balance		
Vancity LG Account	\$ 10,315.62	
School LG Account (Kev)	11,869.96 ¹	
Total Cash Balance	<u>\$ 22,185.58</u>	
Accounts Receivable		
Port Coquitlam SHMG (\$2500 upon completion)	\$ 2,500.00	
Tree Canada (\$3500 after trees installed)	3,500.00	
District Commitment	22,000.00	
PAC Commitment	10,000.00	
Cobs Breads	43.00	
Biggar Bottle Depot	77.45	
Return-It Express	80.60	
Total Accounts Receivable	\$ 38,201.05	
Total Funds Available (Cash + Accounts Receivable)	\$ <u>60,386.63</u>	

Notes:

1. Includes online donations over the summer of \$1,190