

## Parent Association Minutes – January 14, 2026

**Present at meeting:** Acting Principal Jeff Campbell, Assistant Principal Debbie Bauman, Learning Leader Michelle Gordon, Serenity Shalev, Julia Harron, Brianna Albert, Breanne Parker, Sheri Lee Presenger, Grace Proske, Devin Wyatt, Sanja Vansic, Jennifer MacDonald, Scott Slen

1. Call to Order at 7:16 pm by Brianna Albert
2. Motion for approval of minutes from November 4, 2025 by Jennifer MacDonald, seconded by Serenity Shalev. Minutes approved.

### Committee Reports:

3. Treasurer's Report (Sheri Lee/Devin):
  - Approval of 2024/2025 Financials:
    - i. Financials were presented to the board, however, other forms were needed for the financials to be reviewed and approved. Sheri has now completed these forms. Permission has been granted to submit the 2024/2025 Financials along with the 2025/2026 Financials after next year's AGM in September 2026.
  - Monthly Financial Review
    - i. The bank reconciliation and activity as of January 13, 2026 is attached to these minutes.
    - ii. Bank balance as of January 13, 2026 is \$15 260.52
  - Purchase Budget Paperwork
    - i. Shredding Paperwork: reporting requirements to keep 6 years' worth of files. Right now there are files dating back to 1992 that need to be purged.
    - ii. Excess files will be brought to school for secure shredding
  - Insurance
    - i. Bylaws require us to carry insurance for directors' and officers' liability. Also covers board during board-sponsored events.
    - ii. Coverage ends Aug. 31, 2026.

1. \$1 000 000 coverage currently (cost is approximately \$1000).  
Could go up to \$2 000 000 if we want. Approximate cost would be \$1250 for yearly \$2 000 000 coverage.
    - a. Sheri Lee will get a definitive cost for \$2 000 000 liability.
  2. Need to approve renewal of insurance at June 2026 Parent Association meeting so coverage continues through September 2026 school year
- Audit
    - i. In need of 2 volunteers to review 2024/2025 and 2025/2026 financials (to occur after 2026 AGM in September 2026). Alternative to also hire external company to audit - in this case only need 1 person to audit
    - ii. Best practice to have annual audit
    - iii. By September, will need to have auditor plans in place. Either request 2 volunteers or hire company - to be addressed in June 2026 Parent Association meeting
  - Reporting
    - i. Interim 2024/2025 Financials
      1. Use of Proceeds 2024/2025 filed with AGLC December 18, 2025. Alberta Gaming confirmed receipt and will review
  - Upcoming Financial Checklist:
    - i. 2024/2025 AGM Financials and Approval (Sept. 2026)
    - ii. 2025/2026 AGM Financials and Approval (Sept. 2026)
    - iii. Will need to complete Change of Officers 2026/2027 as new officers elected (Sept. 2026)
    - iv. Will need to file new bylaws (By Feb. 2026)
    - v. Audit Use of Proceeds 2025/2026 (By Dec. 2026) - either through school volunteers or move to external auditor
4. Social Events/Fundraising (Breanne for James):
    - Registering with Benevity
      - i. Benevity allows companies to encourage their employees to volunteer or donate to organizations of their choosing
      - ii. Also allows companies to match donations of their employees
      - iii. Sibbald Parent Association signs up as an organization
        1. No cost to us to sign up
        2. Reporting requirements: do not have to provide donation receipts so reporting requirements are minimal

3. Acts just like any other fundraiser as outlined by our bylaws
  4. Benevity compiles reports of donations
  - iv. Community members can then earn money to donate as they wish - this is done through direct donations or earning funds for volunteer hours
  - v. Benevity is funded through a 2.9% transaction fee when donations made. No cost to us
  - vi. Jeff will inform parent community through weekly message when Parent Association is registered with Benevity
  - vii. Parent Association will promote passive fundraisers, including Benevity, on its website
- School Apparel Order (Grace Proske)
    - i. Matte Black Designs (Local Option - Sibbald Parent)
      1. Have previously used this company for spirit wear and they also make the shirts for new students and staff
      2. Company sets up online store and accepts payment so the Parent Association and school do not need to collect payments. No cost for shipping
      3. Online store can be ready to go in February - shop stays open for set amount of time
      4. Requested hoodies, tshirts, and hat/toque options
      5. Possibility of \$7 - \$10 back on each purchase, though this is unclear and would need to be confirmed
      6. Once delivered to school, parents would need to organize spirit wear. Many volunteers to help organize this
    - ii. Entripy Shops (Ontario Supplier)
      1. Other CBE schools have used them
      2. Set up online store - up as long as we want it to be
      3. Parents order at their convenience and get it shipped to their home - \$15 shipping cost
      4. School receives back 10% of purchases once \$1000 threshold reached
    - iii. Decision made to continue going through local supplier. Grace will reach out to coordinate
  - Scheduling of School Dance
    - i. Will move forward with school dance this year

- ii. Easiest to book dance on Thursday evening - works best for school and booking of facility operator
  - iii. Jeff and Debbie will discuss with staff about possible dates and bring forward at Feb. 10 meeting
  - iv. Consideration of fire code - in previous years the dance has been broken into 2, one hour blocks. Parent Association will further discuss how this division might be handled
5. Staff Appreciation (Jennifer):
- Next event is Wednesday Jan 28 - warm soups, breads, and salads
  - December's appreciation was hot cocoa and treats
6. Fun Lunch (Jennifer for Anne):
- Cibo fun lunch went well. Many volunteers which was helpful
  - Feb. 2 - Waffles & Chix
  - March 10 - Subway
  - March 19 - Fun Snack: Saucy Bread Company
7. Learning Grounds/ Playground (Serenity):
- No new reports
8. Casino Coordinator (Breanne):
- Amount we raised should be reported in February
  - Need to start thinking about timing for next fundraiser in 18 month's time - decision made to continue with Fall quarter like this year, as the November timing seemed to work well
  - Thank you from parents to Breanne in recognition of her hard work in organizing the casino. Thank you Breanne!
- 9. Other Business:**
- Motion to spend \$1000 to purchase D&O and General Liability insurance coverage. Motion by Devin Wyatt. Seconded by Breanne Parker. Motion approved.
  - Request of \$50 budget to purchase printer paper for financial reports/documents. Motion by Serenity Shalev. Seconded by Breanne Parker. Request approved.

- Motion to sign up with Benevity as a passive fundraiser. Motion passed by unanimous vote. Devin will sign up Parent Association
- Bylaw Amendment
  - i. Call for Special General Meeting of Membership Feb.10, 2026 - Special Resolution to amend bylaws, and in particular Bylaw 9C.
    1. At direction of President, Brianna Albert, Secretary Lauren Hogue called for Special General Meeting of Membership to be held February 10, 2026 to address a Special Resolution regarding the amendment of Parent Association bylaws - bylaws to be replaced in full
    2. Special General Meeting to be held after next General Meeting on Feb. 10, 2026 at Andrew Sibbald School, Learning Commons
    3. Notice of Special General Meeting must be advertised in school newsletter with at least 21 days notice to members
    4. In preparation, Grace Proske, Serenity Shalev, Devin Wyatt will review current bylaws and prepare amendments to be presented at Feb. 10, 2026 meeting
    5. Jeff will communicate information about Special General Meeting in the January 18 weekly message sent to families
- Resignation of Treasurer
  - i. Letter of resignation from the role of Treasurer given by Sheri Lee Presenger to Brianna Albert. Reluctantly accepted. Thank you Sheri for all of your work in the role of Treasurer
- Nomination of Treasurer
  - i. Motion to appoint Devin Wyatt as Treasurer, effective immediately, by Jennifer MacDonald. Seconded by Grace Proske. Motion passed by unanimous vote

**10. Dates and times of next meetings:**

- **February 10 Tuesday @ 6:30pm**
- March 11 Wednesday @ 6:30pm
- April 14 Tuesday @ 6:30pm
- May 13 Wednesday @ 6:30pm
- June 9 Tuesday @ 6:30pm

11. Adjournment at 8:49 pm by Brianna Albert.