

# Douglasdale Annual General Meeting

## Meeting Minutes



<b>LOCATION:</b>	DDS - Library
<b>HOSTED:</b>	In-Person and Virtually
<b>DATE:</b>	21-05-2025
<b>ATTENDEES:</b>	Heather McKay, Monique K., Monica Nartey, Jennifer Drews, Kat Thompson, Kathleen, Morgan Caswell, Kelly, Heidi, Danielle Bertrand, Mandeep Kaur, Sarah Bhaiji
<b>TIME:</b>	6:00 pm

### I. CALL TO ORDER

**Monica (co-chair)** called to order the DDS School Council meeting at **6:01 pm**.

### II. ROLL CALL & LAND ACKNOWLEDGEMENT

**Monica** conducted a roll call.

Land Acknowledgment: <https://www.youtube.com/watch?v=M-z-CJwNa4w>

### III. APPROVAL OF MINUTES FROM LAST MEETING

Approval of [April Minutes](#) seconded by: **Kelly**. The minutes were approved as read.

**For parents' information:** Previous minutes are on the DDS website under [Get Involved/School Council](#)

### IV. AGM: EXECUTIVE NOMINATIONS AND ROLES

- a) School Council executive for next year:
  - **Chair:** Monica Nartey (no additional nominations).
  - **Vice-chair:** Heidi (re-elected/confirmed; not present but aware).
  - **Treasurer:** Danielle Bertrand.
  - **Secretary:** Still vacant; role described as minutes/notes + communication + uploading; can be done online or in person.
- b) Committee roles:
  - **Volunteer Coordinator:** Morgan Caswell returning.
- c) Appreciation expressed for outgoing leaders: Jen Drews (outgoing chair/society fundraising lead) and Kat Thompson (outgoing secretary).

### V. COMMITTEES AND EVENTS – LOOKING FOR MORE VOLUNTEERS

- **Parent workshop recap:** Topic on cybersecurity.
  - Positive feedback; a pamphlet/summary can be shared with families who missed it.
  - Group asked to start thinking of workshop topics for next year.
- **Spring dance recap:**
  - Strong turnout; described as a “huge success.”



- Estimated funds raised: ~ \$1,200, with additional 20% Kona Ice proceeds still pending.
- **Teacher appreciation coffee/treat cart:**
  - Thanks to last-minute donors and volunteers.
  - Special thanks to Kelly for helping (and planning to help again next year).
- **Upcoming community event:** Food Truck Night + Bottle Drive
  - Date/time: Thursday, June 18, 5:00–7:00.
  - Vendors booked: Kona Ice, Fry Guy, Mumbai Bites, The Burrito Mexican.
  - Bottle Depot truck will be onsite; encouraged to tell neighbors and start saving bottles.
  - Signage: No banners available; will use sandwich boards and/or makeshift signage near the truck.
- **Recruiting note:** Fun Committee has members transitioning out; new volunteers welcome starting September; WhatsApp subgroup used for planning; “as much or as little” commitment.

## VI. FUNDRAISING UPDATES AND ENGAGEMENT IDEAS

- Fundraising status and items:
  - No new SkipTheDepot deposits reported.
  - Bottle drive will happen at Food Truck Night.
- **Mabel's Labels:** Jen to check end-of-year status; noted it's usually bigger in the fall.
  - Mabel's Labels disbursement/check recently came in to the school (amount to be confirmed); proceeds go into school-generated funds (supports items like Strategy Spot maintenance).
- Spring fundraiser pickup reported at ~\$1,095 and change; awaiting payment/disbursement steps.
- **Read-a-thon:**
  - Reading tracking closes May 29; donations accepted until June 5.
  - School doing a student push/reminder at a school-wide event on Friday.
  - Families will receive a “week ahead” reminder framed as reading encouragement (not explicitly fundraising).
  - Read-a-thon funds this year are dedicated to student residencies/experiences for next year; benefits all students regardless of ability to fundraise.
- **Volunteering and corporate programs:**
  - Discussion about promoting corporate volunteer time/donation matching programs (mentioned as “the Navy” in transcript) since many parents may not know these exist.
  - Idea to add reminders/information for parents (including at kindergarten orientation) and potentially provide extra sheets/instructions.

## VII. OTHER BUSINESS

- **Trustee/roundtable meeting recap (Kat attended on behalf of the school):**
  - Main focus: parent/school engagement ideas across multiple schools.
  - Examples shared: fully virtual councils; using AI to replace/augment secretary work; meetings designed to be mostly social/fun; bilingual (French/English) leadership structures; separate parent council websites for events/resources.
  - Traffic safety briefly discussed: suggestions included kiss-and-go structures, speed bumps/signage, and continuing to push engagement with city councillors.
  - **Engagement improvement ideas discussed for DouglasDale Council:**
    - Add consent/opt-in language on volunteer forms to allow council communications list-building.
    - Use “micro roles” (smaller, well-defined tasks such as website-only or split social media days) to reduce burden and increase participation.
    - Website discoverability problem raised: parents struggle to find meeting notes on the current site.
    - Plan: add a standing “school council” item in weekly communications with a direct link to meeting notes.
  - Consider using social media (e.g., Instagram) to link parents to notes.
- **Next year:** fewer meetings (5 total) and potentially a short post-meeting newsletter/meeting highlights to improve communication.



**VIII. OPEN THE FLOOR FOR QUESTIONS/COMMENTS**

**IX. ADJOURNMENT**

**Monica** adjourned the meeting at **6:33**

Minutes submitted by: **Kat Thompson**

# Douglasdale Parent Society

## Meeting Minutes



**LOCATION:** DDS - Library

**HOSTED:** In-person and Virtually

**DATE:** 20-05-2026

**ATTENDEES:** Heather McKay, Monique K., Monica Nartley, Jennifer Drews, Kat Thompson, Kathleen, Morgan Caswell, Kelly, Heidi, Danielle Bertrand, Mandeep Kaur, Sarah Bhajji

**TIME:** 6:30 pm

### I. CALL TO ORDER

**Monica (co-chair)** called to order the DDS School Council meeting at **6:33 pm**.

### II. CALL TO ORDER – PARENT SOCIETY MEETING

**Monica** called to order the DDS Parent Society meeting.

### III. APPROVAL OF MINUTES FROM LAST MEETING

Approval of [March Minutes](#) seconded by: **Heidi**. The minutes were approved as read.

**For parents' information:** Previous minutes are on the DDS website under [Get Involved/School Council](#)

### IV. EXECUTIVE BOARD NOMINATIONS

- a) **Society President:** Monica Nartley – passed
- b) **Vice President:** Heidi Geisbrecht – Passed
- c) **Treasurer:** Danielle Bertrand – Passed
- d) **Secretary:** Open
- e) **Committee Positions**
  - **Casino:** Alan Preston, Kathleen Myroon, Morgan Caswell – Passed

### V. FINANCIAL REPORTING

- a) **General Account - \$10,074.81**
- b) **Casino Account - \$82,067.82**
- c) **Charity Account - \$546.00**
- d) **GIC - \$1,125.78**

### VI. CASINO FUNDRAISER

- Next casino timing: expected Q1 2027; volunteers will be needed (start recruiting once date is confirmed).

### VII. TREASURER REPORTING

- Reviewed current balances and year-end reporting tied to casino return period ending March 31, 2026; casino return due June 20.
- Casino deposit highlighted: \$88,000 from last casino.



- Budget timing mismatch noted: budget runs Sept 1–Aug 31, so year-end returns won't match budget categories exactly.
- Offered to share approved casino spending categories and provide access to receipts/invoices via Google Drive if requested.
- **General account and charitable status:**
  - (1) With charitable status, discussed possibility of collapsing/combining accounts into the charity structure (charity year-end is different, discussed as June with reporting later in the year).
  - (2) Read-a-thon funds will flow into the charity account; PayPal funds can also be transferred there.
  - (3) Charity account: checks not yet ordered; plan to order soon.
  - (4) Confirmed funds no longer “expire” before the next school year.
  - (5) September budget meeting emphasized as key for deciding/prioritizing use of council/society funds

## VIII. SOCIETY AGM

- Society board nominations for next year:
  - (1) **President:** Monica Nartey - Passed
  - (2) **Vice President:** Heidi Giesbrecht - Passed
  - (3) **Treasurer:** Danielle Bertrand - Passed
  - (4) **Secretary:** Still vacant
  - (5) **Casino coordination team nominated:** Alan Preston, Cathy Myren, Morgan Caswell (Morgan transitioning the others in).

## IX. NEXT-YEAR MEETING LOGISTICS AND CLOSING NOTES

- First council meeting next year will be scheduled the same night as Meet the Teacher:
  - Meet the Teacher 5:00–6:00, council meeting starts at 6:00.
  - Children welcome to attend (sit/read quietly).
- Meeting schedule:
  - Moving to 5 meetings total; mostly Wednesdays.
  - Exception: the first meeting aligned with Meet the Teacher is on a Thursday.
- No June council meeting; this was the last one of the year.
- **Appreciation moment:**
  - Recognized Jen's multi-year leadership and major contributions (including during COVID and to the playground project).

## X. SUGGESTED ACTION ITEMS

- Recruit/fill the vacant Secretary role for both School Council and Society.
- Send/share the cybersecurity workshop pamphlet/summary to families who missed it.
- Confirm final Spring Dance proceeds once Kona Ice (20%) payment is received.
- Promote Food Truck Night + Bottle Drive (June 18, 5–7) widely to the community; ensure clear on-site signage.
- Jen to check Mabel's Labels status/amount for end-of-year.
- Push Read-a-thon reminders to students and families (tracking ends May 29; money due June 5).
- Add a standing “School Council” item and direct link to meeting notes in weekly communications; also consider social media links.
- Explore adding consent language/checkbox to volunteer forms for council communications.
- Consider “micro roles” structure (website coordinator, split social media days, etc.) to increase engagement.



- Ensure representation at trustee/roundtable meetings going forward (backup attendee who can't attend).
- Complete Mr. Anderson retirement project: extend submission window to ~May 25, collect more photos, finish/order by end of May.
- Finalize and distribute the 2026–2027 meeting schedule (5 meetings; first aligned with Meet the Teacher).

## **XI. ADJOURNMENT**

**Jennifer** adjourned the meeting at **6:48 pm**.

Minutes submitted by: **Kat Thompson**