

# Parent Volunteer Group

AT FRASER ACADEMY

## PVG Meeting Minutes

May 25, 2018 - 8:00 to 9:15 am

Location: Fifth Floor Multipurpose Room

In attendance: Andrea Potter, Belinda Curyer, Vivian Cantas, Brandy Hughes, Michaelanne Buckley, Erica Johnson, Doug Paul, Judy van Halst, Susie Stewart, Meredith Kaufman, Siobhan Devine, Maureen Steltman, Jessica Gibson

### **Welcome & Acknowledgements** - Andrea Potter

- Shout out to those who ran the Used Uniform Sale at Annual Uniform Fittings on May 22, 2018 - \$1100 was raised
- Vivian Cantas is passing Used Uniform Lead to Debbie Heeps, Lisa Bjorkland, and Kim Radu for next year
- Approx. \$1560 raised at Spring Concert - thank you to Belinda for leading
- Thank you to Doug Paul for being the lead on the upcoming Staff Appreciation Luncheon

### **Update and news from Maureen Steltman, Head of School**

- New office across the road - Suite 200 - 2275 West 10<sup>th</sup> - Maureen, Frans, Jessica, Cass, and fundraiser offices have moved there. Mrs. Steltman's old office will become Sr Classroom
- Approx. 20 candidates on waitlist for next year - demand for school with larger capacity
- Looking for Advancement Director
- End of year BBQ for students, June 13<sup>th</sup> - students will be informed of the 3 staff leaving at end of year the week prior
- Grad Dinner - June 8<sup>th</sup> & Recognition Day - June 15<sup>th</sup>
- Leadership Training for Leadership Team at end of June
- Kristen Barbour, Executive Director at NILD, is training staff in summer
- OG Training Course summer session runs in July

- We are expanding/launching our Outreach Center – After3 Tutoring, executive coaching, writing workshops, Summer Boost, professional development – Ms. Kline will take that on, along with professional development.
- We are speaking to 2 developers in Surrey about potential second campus.
- For Vancouver, designation as “community amenity” - difficult as affordable housing and daycare is current focus (City said no to the Pals Autism School).

#### **Proposed slate for PVG – Maureen Steltman**

- Historically PVG has been appointed by the School, which will continue next year, however we’d like discussion on whether or not the PVG would like to change to a more formal structure of nominations for following years.
- 2018/19 PVG Executive will be Andrea Potter – Chair, Belinda Curyer – Vice Chair, Vivian Cantas – Events, Brandy Hughes – Finance, Shelagh Cluff – Minutes

#### **PVG nominations process for 2019/2020 – Andrea Potter**

- Andrea asked for input around creating a formal nomination structure for PVG executive
- Comments
  - o formal structure would not bring forward any further spread of people as it is those who are most active who are already being appointed
  - o may be more work to land with the same outcome
  - o it could be needed as the PVG grows
- Concluded that announcement will be made on 2<sup>nd</sup>/3<sup>rd</sup> to last PVG meeting of the year: if you are interested to sit on PVG for following year, please put your name forward
- Suggestion to explain process at first PVG meeting of the year so all are aware of how PVG Exec has been formed

#### **Class Parents – Belinda Curyer**

- This was the first year, started after Sept. Ongoing, would like to have it set up before start of year
- Anyone who enjoyed being a Class Parent is encouraged to continue. Please send additional suggestions for Class Parents for next year to Belinda

- Discussion around the Parent Directory and how to make it more complete. May be possible to change School Registration form for 2019/20 to have Parent Directory as opt-out rather than opt-in

#### **Staff Appreciation Lunch** - Update from Doug Paul & discussion

- June 21<sup>st</sup> annual event put on for all staff
- 10 volunteers helping with organizing
- Survey will be going out to all parents requesting donations and volunteers by June 11th
- 90 staff have RSVP'd
- \$7000 budget for the event
- suggestion for Class Parents to reach out to parents to remind them that the luncheon donation is meant to be in lieu of individual teacher gifts.

#### **Financial update** – Andrea Potter

- \$35,000 balance (Used Uniform \$6200; General fund \$8000)
- Goal is to raise this number to a substantial amount so that it can be invested and contribute to Capital Campaign and supporting items needed in the school.

#### **Art Cards as Fundraiser** – Andrea Potter

- Art Cards ROI is very high (\$20/pack of 6 is costing around \$3.36 per pack).
- Idea to create a per family commitment – each family/student to buy 5 packs of cards would generate approx. \$18,000.
- Suggestion by Vivian to make it a fun competition for a prize.
- September – discussion with Art Department about potential projects
- Card sales at concerts is successful as well

#### **New business**

- Question: How are the allocations for the donations decided?
  - o Wish list is provided by school in the Fall, and the PVG reviews and decides what is doable and what to focus on.
- Sample of first student work from Laser Engraver purchased by For the Love of Art Fundraiser was passed around

- Wild Postcard Project – 1000s of submissions, and two FA projects were chosen to be distributed worldwide– big congrats to FA
  
- Idea to start a Fraser Academy Community Facebook Group to support organizations parents would like to support, each other’s personal businesses
  - will help to spend dollars within community, events for community building, opportunities to become more engaged, communication for reminder of upcoming events, coordinating going to sports games, etc.
  - Discussion around number of posts, testing what is more engaging/appreciated types of posts
  - Best to be ready for September
  - Group moderators – potentially Class Parents?
  - Code of conduct needed
  
- Good bye and thank you to Erica Johnson

### **Dates on the horizon**

Proposed dates for PVG meetings 2018/2019

PVG Executive – September 12, 2018 (Andrea's House)

PVG Community Meeting – September 21, 2018

PVG Community Meeting – November 09, 2018

PVG Community Meeting – January 18, 2019

PVG Community Meeting – March 8, 2019

PVG Community Meeting – May 31, 2019