

Elbow Park Parent Society

Board Meeting + AGM | November 25, 2025 | 6:30 PM

Principal: Jason Fech

Board members:

President: Risa Desa

Treasurer: Trevor Sawatzky

Secretary: Melissa Sawatzky

Director: Natalie Carleton

Director: Mike Martin

Regrets:

Director: Rob Lonseth

Assistant Treasurer: Geoff Irwin

Additional attendees:

Melissa Schuster

Meghan Zubot

Curtis Zubot

Katie Clayton

MEETING MINUTES

1) CALL TO ORDER AND APPROVAL OF PREVIOUS MINUTES 1 min (Risa)

- a) Welcome to attendees
- b) Verification of quorum (9)
- c) Risa motion to approve previous meeting minutes from March 12, 2025, Trevor second

2) FINANCIAL UPDATE 15 minutes (Trevor)

- a) Draft financials have been circulated to society members for review prior to meeting
- b) Trevor went through financials - we have healthy amount of dollars and are heading into casino earnings later in November
- c) Discussion of process this year - we have started providing a float to the school that they draw down against for approved items on budget, as opposed to paying for things individually as they come up
- d) Agreement this process works well but two priorities are to make sure we are officially drawing down from casino funds first as they have particular things they

can be used towards under AGLC; next is to think about ensuring we use funds as our mandate is not to carry too much going forward

- e) Question about where financial statements are - currently manually in a box and will be available once approved in binder in office for all parents; digital accounts will also be shared
- f) Financials will be submitted by end of month for filling and also get to CRA at same time (early); director changes also need to be updated
- g) ~ \$12,000 in birthday books and society fees raised this year, not far off of previous years
- h) Melissa made a motion to approve the financials and Natalie seconded
- i) Financials will be made available in the binder for parents held in the office (Trevor to complete by Dec 5)

3) SOCIETY POSITION CHANGES 15 minutes (Risa)

- a) Risa stepping down as President and staying on as VP.
 - i) Risa nominated Melissa Schuster to take over as President. Melissa seconded.
- b) Trevor stepping down as Treasurer but staying on as a Director.
 - i) Trevor nominated Natalie Carleton as Treasurer and Mike seconded.
- c) Geoff stays on as Assistant Treasurer.
- d) Melissa Sawatzky stays on as Secretary.
- e) Mike to stay on as Director.
- f) Rob Lonseth to step down as Director.

4) FUNDRAISING UPDATES 5 minutes (Risa)

- g) Casino a go for Nov 23 and 24
- h) All shifts filled except 2
- i) Concludes our fundraising efforts for this school year

5) CENTENNIAL 5 minutes (Jason)

- a) Keep things under \$10k spending to reduce paperwork needs with CBE
- b) Curriculum planning is in work with the opera
- c) Still a possibility of a time capsule and/or open house to celebrate
- d) Society conceptually agrees to invest in creating a time piece using bricks from original school building to make a tribute and plaque in the yard - Trevor can potentially make a donation of construction work to remove budget needs, but society felt \$5,000 was reasonable to look at spending
- e) Discussion of adding in a countdown clock that can be visible in the school to countdown a capsule - Melissa to look at options and potential costs

6) UPCOMING RESIDENCY DISCUSSION 5 minutes (Jason)

- a) Sheila Kieran - possible artist residency to build into future M&M and/or centennial event
- b) Political cartoonist
- c) Calgary Opera - \$5k (they're sharing a grant with another school as normally it would be \$10k); starting up at end of November; a person comes to write the

opera with the kids, another comes to write the songs with the kids; another works on performance; first week of June is the celebration

- d) Upcoming cricket residency
- e) Current curling residency
- f) Dance through the decades with Decidedly Jazz

7) OTHER BUSINESS IF ANY (2 minutes)

- a) Winter concert is coming up - hard dates are in calendar; costumes are in budget
- b) James Short updates on hampers and mountain of warmth as there has been some messaging from our partner school that we may adjust our initiatives with them
 - i) Ideas of alternatives or evolution of hampers (gift cards alongside a toy; doing a holiday craft exchange that we fund)

8) ADJOURNMENT 1 minute (Risa)

- a) Risa made motion to adjourn, Mike second