



**Walnut Acres Parent Faculty Club**  
**Extraordinary General Meeting Minutes**  
**September 7, 2022**

**Zoom Conference Call- see Konstella for log-in details**

Recorded Meeting Link: Zoom

<div>7:04 Call to Order</div> <div>Attendees - see list</div> <div><ul style="list-style-type: none"><li>(Reminder to record) Meeting Recorded.</li><li>Process to vote - explained</li></ul></div>	Melanie Mitsch								
<div>7:05 Vote - Approval needed for additional budget for Fall Carnival</div> <div><table><tr><td></td><td>Total Cost</td><td>Total Income</td><td>Difference</td></tr><tr><td>Grand Total</td><td>\$7,350</td><td>\$3,825</td><td>-\$3,525</td></tr></table></div> <div>Motion to open up for vote: To increase and approve the Fall carnival</div> <div>1st motion: Victoria Devenzcini</div> <div>2nd Motion - Audrey Sensey</div> <div>Discussion:</div> <div><ul style="list-style-type: none"><li>Total cost approx \$7350- total net = \$3525 cost</li><li>Outside vendors will be able to offset costs</li></ul></div>		Total Cost	Total Income	Difference	Grand Total	\$7,350	\$3,825	-\$3,525	Susan Heffran Amy Thompson
	Total Cost	Total Income	Difference						
Grand Total	\$7,350	\$3,825	-\$3,525						

<ul style="list-style-type: none"> <li>● Brand new event</li> </ul> <p>AJ: Would this be better spent on academic items?</p> <p>MM: This will not affect the budget.</p> <p>Open up the vote:</p> <p><b>Motion up for a vote:</b></p> <ul style="list-style-type: none"> <li>● YES 89% 17/19</li> <li>● No 5% 1</li> <li>● Abstain 1 5%</li> </ul> <p><b>Motion Passed.</b></p>	
<p><b>7.10</b> Approval needed to increase the Social Events Budget (Morning Coffee meet-ups)</p> <ul style="list-style-type: none"> <li>● Increase from \$1000 to \$1450</li> </ul> <p><b>2. Motion to Open Vote for increase of social events budget</b></p> <p>1st Motion: Jordann Coleman</p> <p>2nd Motion: Angela Johnson</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>● This is for the social budget - the intent to increase parent engagement, build engagement and community belonging - and increase events on campus and opportunities to socialize.</li> </ul>	<p>Susan Heffran Amy Thompson</p>

<ul style="list-style-type: none"> <li>● Great forum to network and explain classroom volunteering opportunities</li> <li>● Coffee costs and wanting to add more events is the reason for the request to increase the budget.</li> </ul> <p>No more questions:</p> <p><b>Motion up for a vote</b></p> <ul style="list-style-type: none"> <li>● Yes- 95% in favor</li> <li>● No 0%</li> <li>● Abstain - 5%</li> </ul> <p><b>Motion Passed</b></p>	
<p><b>Final closing remarks</b></p> <p>Meetings on 3rd tuesdays of the month for pfc</p> <p>Susan- any ideas that would benefit the fund budget - please reach out to the PFC so they can go forward for voting on the budget.</p> <p><b>7:21 Meeting Adjourned</b></p> <p>(Stay on if you have a PFC board position!)</p>	<p>Melanie Mitsch</p> <p>Susan Heffran</p>

<p><b>7.21 PFC Board meeting</b></p> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Overview of the Guidelines re: Communications &amp; Fundraising</li> <li>● How to make website updates</li> <li>● Sending messages in Konstella</li> <li>● User Manual/ How-To Information Form</li> <li>● Reminder Re Fundraising</li> <li>● Reimbursements - Expenses as part of the events</li> <li>● Other Items</li> </ul>	<p>Melanie Mitsch</p>
<p><b>Introduction</b></p> <p>Introduction to VP communication - overview shared with board on what to expect when sending communications out and to prevent overkill on Konstella.</p> <p>Please send any comms requests to email via <a href="mailto:vpcommunication@walnutacrespfc.net">vpcommunication@walnutacrespfc.net</a> so your request is not overlooked.</p> <p>E news goes out every week as well as ad hoc event comms</p> <p><b>Website Updates - How to</b> (See the additional information shared)</p> <p>Key dates need updating - when you make a change, check and publish</p> <p>Pages - eg After school enrichment needs updating - you can add in the updated information and any changes directly there. )</p>	<p>VP Communications Jordann Colemann Tori Vicenzini</p>

<p><b>1. Sending Messages in Konstella</b></p> <p>If your position requires you to send announcements via Konstella, You can create an announcement &amp; send for review and they will send the announcement at an appropriate time. .</p> <ul style="list-style-type: none"><li>● My creations- create: choose option - Announcement or sign up - craft announcement - choose group - click and select the option.</li><li>● Make sure you add a VP Activities or VP communications - as organizers - send for review and they will send the announcement at an appropriate time.</li><li>● Minor signups only - any questions - please reach out.</li><li>● Idea is to reduce communication overload - please reach out if you need anything.</li><li>● Difference between fundraiser and non fundraising activities eg Walkathon, readathon, bookfair - feel free to ask Melanie for any questions.</li></ul> <p><b>2. User manual Information form</b> - request for all Board members to complete your own job spec information &amp; how to instructions so we can share with future volunteers.</p> <p>Action: SH to Share: USER MANUAL link for the PFC Board to complete (complete - ongoing)</p> <p><a href="#">Here is the link</a> for the Communications schedule</p>	<p>Susan Heffran</p>
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<p><b>Reminder Re Fundraising</b></p> <ul style="list-style-type: none"> <li>● Fundraising is only done at specific events so parents can attend events without being asked for money.</li> <li>● Readathon, walkathon - purpose events - successful - any other fundraising event would need to be approved</li> </ul> <p><b>Reimbursements - Expenses as part of the events</b></p> <p>1- send a purchase order to <a href="mailto:treasurer@walnutacrespfc.net">treasurer@walnutacrespfc.net</a></p> <p>2. On the PFC website- bottom left side is financial - “dispense disbursement form” - click on the link and send via email or drop in at the school so we can cut a check as soon as possible so monthly spend can be allocated and also reimbursed asap.</p> <p><a href="https://www.walnutacrespfc.net/financial-information/pfc-expense-disbursement-form">https://www.walnutacrespfc.net/financial-information/pfc-expense-disbursement-form</a></p> <p>Thank you to all board members</p>	<p>MM</p> <p>Amy Thompson</p>
<b>Other Items</b>	

### **Class rosters for fundraising**

Jessica Streeter - asking for class rosters and parents emails for Readathon & good guidance for creating contact lists for sending out 99 pledges to all the families.

MM - will schedule a meeting in the next week or so to discuss everything.

**Action:** Jessica Streeter MM to connect.

### **Pop tents and misters** shade items for school classrooms -

Do we also have money to spend on shading and misting due to high heat?

MM - yes - budget available - would need to request via the principal.

During the last heat wave we did ask for those items difficulty however, getting things in place in time for today and tomorrow

- Adam Clarke said he was going to put out shade structures - we have to hold the district accountable for those things.
- 6 umbrellas arrived but without umbrella stands - no stands
- We do have the stands but no safe way to install them
- Why wait for the district, can we take action on this?

**Action -** MM to follow up with the Principal.

Action all to follow up with the principal.

**CRV collection as a fundraiser**

Monique Pickering: Where does the money go for the CRV fundraiser? Can it be used for further CRV activities

- unclear as to where the money goes from crv collection Would the money go to the recycle club?

**Fundraising Meeting Scheduled: Evening 12 Sept** - 7pm - MM to check with other ladies and will send meeting out

Ends - 7:55pm

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**Next PFC General Meeting: Sept 20 2022 , 7pm Zoom Conference Call**