

MEETING MINUTES

F.E. Osborne Junior High School Financial Parent Council Meeting



Date: Wednesday, February 4, 2026 at 6:30pm

Meeting location: Online - MS Teams

Meeting Facilitator: Shannon Mitchell-Flek, F.E.O. Council Chair

parentassociationfeo@gmail.com

Attendees: Micheal Cutler (Principal), Shannon Flek (Chair) Natalie Anderson (Secretary), Amit Saduera (Treasurer), Leanne Morrow (Casino Coordinator), Lisa Haines (Special Events Coordinator), Marla Richardson (Fundraising Coordinator), Melanie G., Jenny Henri, Linda Josue, Mike Morganton, Tawni Belliveau, Sarah Therrien (staff), Hanae Otagaki

1. CALL TO ORDER @7:11pm
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF AGENDA
 - a. Motion: Marla
 - b. Second: Leanne
4. APPROVAL OF MINUTES FROM LAST MEETING (December 16, 2025)
 - a. Motion: Marla
 - b. Second: Jenny
5. SCHOOL COUNCIL UPDATES/BUSINESS FROM MINUTES:
 - a. Received \$500 credit card to be used for school events and resources to support parents.
 - i. In past has been used for speakers (e.g., online safety and social media), also been used for books to support parents.
 - ii. At Bowness – Planning a session on AI literacy so parents can learn more about how to support their kids with it. Leanne actually delivers the session and has delivered to many parent councils across the city. There is a fee for it, money goes to university, not Leanne personally.
 - iii. Melanie: TMC School reached out to FEO Council to see if we want to join with local schools and then use combined funds to pay for a presentation. Some speakers can be very expensive, up to \$2000. Jenny

believes Marion Carson is doing something for internet safety that they would likely share.

- iv. Ideas: Books, internet safety, AI, Mental Health.
 - v. Leanne said there used to be a list of various speakers. Leanne will share what she has from Bowness.
 - vi. Plan: Move forward with gathering more info and come back to next meeting with some ideas and costs.
- b. Casino Chair (Leanne)
- i. Did we file corporate registry documents? Amit said they have been mailed. Amit called and plans to sort out this week. Following this can get on list for next casino.
- c. Treasurer (Amit)
- i. General Account
 - 1. \$1552 coming from Healthy Hunger
 - 2. Balance in account: \$22,159
 - 3. Amit has to write one cheque for \$668
 - 4. Casino Account
 - a. Balance: \$78,015.17
 - b. Have to write cheques for ~\$4948
 - c. The casino balance does not include the new casino money that will be coming from casino in December. Have another year to spend current casino monies.
 - 5. Do we have a spreadsheet listing the items that have been approved by council and then tracking for when they've come in? Scott Willoughby had spreadsheet where he was tracking requests. Was shared with Amit.
 - a. Approved amount: \$35,241.95: this included SmartBoard (purchased and delivered), PE equipment (purchased), music lab, Mac book airs (purchased), Nintendo switch controllers (purchased), cameras (purchased), SoundKreations (purchased), books (not processed), timers and tote bags (not purchased), clipboards (not purchased). Spreadsheet last updated Jan 23, 2026. Have not received invoices to council yet for these items.
- d. Teacher update – School requests (Sarah Therrien: band and music teacher)
- i. Chess Club is growing – Missing some pieces – can print on 3D printer with filaments. Requesting filaments, 8 chess matts, 8 chess timers. Total: \$585

- ii. Busing for field trips: \$1250 (Gr 6 Bow Habitat and Gr 6 YMCA trips)
- iii. Wish list for music and band
 1. Bussing: \$1720.95 x 2 – Gr 8 and 9 field trips to Alberta Festival Bands in Red Deer. Charter buses required due to times needed to depart and return. 34 students for Grade 8, 39 students for Grade 9. Performance for band where they are adjudicated and get feedback from guest conductors.
 2. Up to \$2000 towards purchase of new music to update library with more music written by female, BIPOC and Canadian composers. Increase diversity and have music better reflect students. A typical music score for concert bands costs about \$85-\$110.
 3. 2 sets of tone chimes (kind of like hand bells but more durable) for grade 6 music: \$1499 x 2. 90 hours of music is required by Alberta Education for Grade 6.
 4. Total: \$10,274.90
 5. Motion forward to approve requests for band/music spending, chess club and Gr 6 field trip bussing
 - a. Motion: Amit
 - b. Marla: Second
 - c. Vote: Majority in favour – Funding requests approved
- e. Special Events update (Lisa)
 - i. School dance
 1. Question from parent re: school dance: Can students bring friends from another school to dance? Dr. Cutler: This is a parent council decision since it's a parent council dance. Things can be tricky if there are students in the school who can't be identified if there are concerns/issues. General agreement to limit to FEO students. Lisa also not sure if insurance policy would cover students from other schools. Didn't allow other students to attend last year. Also there was a policy that if you leave, you can't come back in for safety reasons.
- f. Healthy Hunger update (Marla/Melanie)
 - i. First 3 events, raised ~1552. Overall this year will raise about ~\$5500 from HH which is less than previous years because we lost out in October and some months only doing it once rather than twice per month due to Marla's schedule.
- g. Grade 9 grad (Lisa)

- i. Proposed date: Tues, June 9, 630-1030pm
- ii. Fewer students in Gr 9 this year (188) than last year so will have lower turnout. Had 82% turnout last year which would be 141-152 students. With these numbers, different venue options within Heritage Park. Also 20 teachers who would attend which would bring numbers to 161-172.
 - 1. Option 1: Wainwright Hotel – Lower capacity: max is 160 people for buffet
 - a. Deposit: \$1300
 - b. Total cost would be about \$10,720
 - c. If students pay \$60/ticket and 140 students attend = \$8400. Cost leftover for council is \$2320 + cost of DJ = \$2970
 - d. With this option there likely would not be food for volunteers nor seating for them to eat.
 - 2. Option 2: Chataqua Tent – Capacity: 200
 - a. Total: \$13,390
 - b. If students pay \$60/ticket and 152 students attend = \$9120. Cost leftover for council would be \$4270 + cost of DJ = \$4920.
- iii. Thinking that we reserve Hotel with hopefully having option of switching to the tent if need more space. Get in touch with Heritage Park and see if there is a right of first refusal for the Tent. If we do get higher numbers don't want to exclude anyone but also don't want to spend more for the Tent and not have the numbers.
- iv. Would like to start selling tickets before or right after spring break. Sooner we start selling them, sooner we will have an idea of how many will attend.
- v. Amit: Believes volunteers should be offered food as well. Last year there was enough food leftover for volunteers to eat as well but that wasn't planned.
- vi. Concern that we could easily max out at 160 for the Hotel.
- vii. Marla: Option 2 would basically use all the funds raised from Healthy Hunger this year. We still need \$2000 for the sports courts that we have to have set aside. Technically wouldn't have that money if we are using it all for the grad. Is there any thought of having the students pay \$65 (last year it was \$67) which would leave us with more money leftover for the sports courts with the money we have fundraised? The survey done with families showed that majority willing to pay \$60.

viii. Shannon: If plan is for this event to be a legacy event going forward, how do we plan for this and make it sustainable and predictable?

1. Historically (except for last year) council always contributed \$2000 for grade 9 grad. With the way things are, this likely needs to be increased. But if our fundraising is only raising \$5500, need to consider other expenses that need these funds like teacher meals during conferences and sports courts (where we can't use casino funds). Currently not fundraising a lot of money. Have to consider the future as future parent councils may not want to take on the Heritage Park event. Have to be fiscally responsible to all parents in the school with the money fundraised. Perhaps set aside a specific amount for grad and then if more funds required, fundraise more.
 - a. Lisa is fundraising for grad with dance. Unfortunately not getting the volunteers to take on fundraising.
 - b. Suggestion from Amit: Next year have a Grade 9 fundraising committee from the beginning of the year.
 - c. Marla: Historically making more money with HH when Shruti was doing them as she was able to do 2 per month. Marla is not able to do 2 per month with her schedule but there are opportunities to do more if someone able to pick that up.

ix. Sounds like booking the tent with higher capacity is best to accommodate teachers and volunteers. If we vote on the tent, committing to \$4920 + \$2000 for sports courts + meals for teachers.

1. Question: Why can't sports courts come out of casino? It's for repair work. If they are damaged, we must have funds to repair them. Because it's a facilities thing, it has to come out of general account. Leanne can go to AGLC to see if can get a special dispensation to spend money on this but it's unlikely they would give this to us. Leanne will investigate this.
2. Not sure if ready to vote on this amount. Already voted on a deposit at previous meeting (\$1300). Lisa not sure if date has been booked and if deposit has been paid. Lisa will check with Tatiana.
3. If council commits \$3000 and we go with Option 2 (tent), that's a difference of \$2000 which would be \$14 per student. Some may be willing to pay that rather than fundraise.

4. Shannon: Does it make sense to vote “up to \$3000” from council tonight? Voting for \$3000 only leaves us with Option 1 unless there is further fundraising. Can we delay until next meeting? Two questions: Has deposit been paid already? And do we have the option of moving over to the tent if we need the capacity?
 - a. Lisa to speak to Tatiana about these questions.
 - b. Executive can vote by email if needed.
 - x. For ticket sales we can create an email that will direct deposit into our bank account. Organizers will have access to the email to know who purchased tickets but won’t have access to bank account.
 - xi. Beneficial to start selling tickets sooner rather than later so have a better idea of numbers sooner.
 - h. Signing authority: Tawni, Amit and Shannon to meet to figure out
 - i. Bowness theatre seats: Completed, cheque was cashed.
6. NEW BUSINESS
- a. Future fundraising ideas
 - i. Please bring some ideas for fundraising for next meeting
 - ii. Any thoughts right now for fundraising?
 1. 50/50 draw
 2. Purdy’s chocolates – Easter? Too late for this year.
 3. Direct donations – Some councils have this set up. Send letter out at beginning of year. Can do it through Education Matters. They deal with all the back-end things like tax receipts and do take a cut of it.
 4. Farm to school
 5. Holiday fundraisers are usually good and can do online
7. NEXT MEETING DATE: Mar 4, 2026 @7:30pm
8. ADJOURNMENT @818pm
- a. Motion: Jenny