

## MEETING MINUTES

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



Date: **Wednesday, April 1, 2026 at 7:30pm**

Meeting location: [Online - MS Teams](#)

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

[parentassociationfeo@gmail.com](mailto:parentassociationfeo@gmail.com)

**Attendees:** Michael Cutler, Sheena Abboud McKenzie, Shannon Flek, Tawni Belliveau, Jenny Henri, Lisa Haines, Natalie Anderson, Amit Saduera, Melanie Graham, Addie, Kerrie, Mabkhot Bin Dahbag, Mel (Taelyn), Mike Morganton, Ere Akinrinmade, Roghayeh Heidari, Kevin Lau, Maureen Saunders, Tatiana Dunfield

1. CALL TO ORDER: 7:11pm
2. WELCOME AND INTRODUCTIONS
  - a. Welcome to everyone joining us online tonight!
3. APPROVAL OF AGENDA
  - a. Motion: Melanie
  - b. Second: Jenny
4. APPROVAL OF MINUTES FROM LAST MEETING (March 4, 2026)
  - a. Motion: Melanie
  - b. Second: Lisa
5. SCHOOL COUNCIL UPDATES/BUSINESS FROM MINUTES:
  - a. Shannon Flek (Chair) has been added as a signing authority along with Tawni and Amit.
    - i. Banking location & name change – Now under Servus Credit Union in Crowfoot
    - ii. Fundraising email set up: [feofundraising@gmail.com](mailto:feofundraising@gmail.com). Recovery email will be feoparentassociation email.
  - b. Treasurer (Amit)
    - i. General Account: \$21,172
    - ii. Casino Account: \$167,654 (includes \$89,000 from most recent casino)

1. Has cheques written for \$27,961 for school items requested so after that Casino Account balance will \$139,691
  - iii. Healthy Hunger raised so far this year: \$3287.17
  - iv. Have money at school from dance that needs to be deposited at bank.
  - v. Question from Melanie: If we sell concession items and have \$70 cash, can I e-transfer to parent council and just take \$70 home? E-transfer is set up for the email [feofundraiser@gmail.com](mailto:feofundraiser@gmail.com) to General bank account. Very similar to the one that Melanie recently set up for the Purdy's fundraiser ([feofundraising@gmail.com](mailto:feofundraising@gmail.com)). Melanie thinks she will change it going forward. So far it has only been used for Purdy's fundraiser. Can link gmail addresses so can create a new one and link the old one to the new one so you don't have to monitor multiple.
  - vi. Payment for School Invoices? School needs some cheques signed. Shannon or Tawni need to meet with Amit.
  - vii. Lisa wondering if can get access to gmail account for e-transfers for Grade 9 grad. Amit will set them to auto-forward.
  - viii. Is there a specific grad email: [feograde9farewell@gmail.com](mailto:feograde9farewell@gmail.com)
  - ix. Shannon trying to compile all the emails and information in a master document so we have it going forward. Please send to Shannon.
- c. Teacher Update & School requests
- i. No teacher requests for March meeting
  - ii. Author Visit for Grade 7 students (Sheena)
    1. [Gillian Goerz – Graphic novelist](#). Local to Alberta. Has 2 graphic novels out: Shirley & Jamila's Big Fall and Shirley & Jamila Save their Summer. Does writing and graphics. Has a really great workshop for kids. Going to be in Calgary April 27 and 28. Fee for a half day is \$450 + tax (~\$500)
  - iii. Paul Davis booked for the fall at Branton and George P. Vanier schools. Speaker on internet safety. We could jump on this booking and get a rate of \$875 to have come speak to parents and do a student assembly.
    1. Could we use the \$500 from this year to book for fall? No, have to spend money by end of school year. Amit wondering if we can pay him now and then be able to use it? Dr. Cutler to reach out to Paul Davis and ask this.
  - iv. Other teacher requests:
    1. \$400 for Math contests
    2. Approved \$2000 in December for hip hop but that amount was incorrect and need another \$1000.

3. \$500 for Science Olympics equipment
4. \$3000 for jerseys for Phys Ed
5. Piano for choir approved last year? \$1850
- 6. Total: \$8125**

v. Amit hoping Dr. Cutler can get Excel spreadsheet from Mr. Willoughby so that it can be updated accordingly.

vi. Taking that out of available Casino funds of 139,692 but there are other things that have been purchased by school that were previously approved (February 2026) that haven't been accounted for yet. Need to review Excel sheet to see where we're at.

1. Motion to approve above requests in the amount of \$8125
  - a. Motion: Jenny
  - b. Second: Melanie
  - c. Vote: 9 voted in favour. Motion passed.

vii. Received \$500 credit card to be used for school events and resources to support parents. We need to vote on how to spend these funds.

viii. Presentation on AI Literacy for Parents: Last meeting we voted on moving forward with using \$500 government grant to host a parent information session, facilitated by Leeanne Morrow, through the UofC (fees go to UofC). Unfortunately, we will need to put this idea on hold for now as we will not be able to schedule it this school year.

ix. Other suggestions? Topics?

1. Sheena: A lot of issues at school around progressive discipline are related to social media. Parent learning about risks of social media could be valuable. Don't know what exists but could look around. Another big one is gaps in math facts/basic numeracy skills/basic literacy – how parents could support at home. Again unsure what exists. Folks to look into options and come back with them at May meeting.

d. Healthy Hunger & Fundraising update (Marla/Melanie)

i. Healthy Hunger Fundraising 2025-2026

1. Nov-March - \$2881.27
2. April-June (estimated) - \$2300.00
3. Estimated total - \$5181.27

\*\*We did miss 1 month of healthy hunger. Estimated amount Oct-June (\$5956.27)

ii. We have committed \$2000 for the sports courts

1. Background? Are there other sources of funding or just parent council?
  - a. Amit – Has never written a cheque in 2 years on council for maintenance of sports courts.
  - b. Question: Is it a shared cost with community since the space is used by community as well?
  - c. Questions: Is it an ongoing commitment of \$2000 per year? Have payments been missed? Is it every few years? Is it a one-time thing?
  - d. Believe the funds are allotted for maintenance.
  - e. Can't use casino funds for this maintenance.
  - f. Shannon: Silver Springs school recently got a grant to do upgrades to their basketball courts.
  - g. There are a few grants available right now for rejuvenation and Varsity is on the map as an area for this. Communities have to apply for this. Not sure if anyone has a community contact for the community association?
  - h. Jenny: Has some experience with community association in her work with Marion Carson.
    - i. To check with folks who did grant for Marion Carson green area
  - i. City of Calgary tree program – opens April 7 – can parents apply and then donate?
    - i. Melanie doesn't think we can do this if being planted on CBE property.
  - j. Do we have minutes from meetings from years past – could we find info about sports courts there?
  - k. In the bylaws (Bylaw 6.5) – *The FEO Parent Council must place a min of \$2000 into the maintenance fund each year starting 2017-2018. Funds held and invested in the FEO general bank account.*
  - l. Tomico is the vendor
  - m. Comment from parent: Parent is on Varsity Acres Council and they built a gaga ball pit and were required to sign something from CBE saying that they would be responsible for maintenance if it was required.

- n. Tawni has old bylaw binders and is happy to pass them off to someone who would like to review. Melanie volunteered to review bylaws.
    - o. Shannon – Put on June meeting to review/amend bylaws.
- e. Purdy's Chocolates for Easter Fundraiser (Melanie)
  - i. Profit of \$636.62
    - 1. Need etransfer info from Amit for deposit
    - 2. Thanks to Gr 9 leadership for helping pack orders, and to Lisa for help with fundraiser promo
  - ii. Half of the funds for grad – decided at previous meeting.
  - iii. Should we do it again yesterday? Melanie happy to do again next year with lessons that she learned this year.
  - iv. Historically these fundraisers don't make a lot in comparison to Healthy Hunger.
  - v. Review in September whether to do it again.
- f. Special Events update (Lisa)
  - i. Confirm that reimbursement cheque has been paid to Lisa – Yes
  - ii. Sale of concession items update – Held 2 concessions with leftover dance items. Made \$78 the first time and \$62.25 at the second one.
- g. Casino Chair (Leanne)
  - i. No Casino update this meeting
  - ii. Registry (forms required for Casino) (Amit) – Has this been submitted? Have been sent and he will follow up to ensure they have them.
- h. Marion Carson having 2<sup>nd</sup> annual fun run on May 2 – raising funds for inclusive playground that they're hoping to build this summer.
- i. Future fundraising ideas:
  - i. Considerations – It has been challenging to get volunteers for fundraisers and they have not been as profitable as needed
  - ii. [Education Matters](#) – Shannon will have more information for May meeting to set up for next year if council agrees. They take 3.25% off each donation but parents can get tax receipts too.
  - iii. Other Fundraising Ideas – Bring to May meeting and email [parentassociationfeo@gmail.com](mailto:parentassociationfeo@gmail.com) with ideas and information for the agenda
- j. Grade 9 Farewell (Lisa/Tatiana)
  - i. Email was sent out by Lisa for council to vote on funds but many council members had questions.
  - ii. Table of expenses:

Expenses	Per student	Total for 140 students	Total for 155 students	Total for 20 teachers	Total Cost (140 – 155 students + teachers)
Meal	39.95	6392	6991.25		6392 – 6991.25
Drinks	4.50	720	787.50		720-787.50
Rides & entrance	8.50	1190	1317.50		1190-1317.50
DJ	(\$625 total)	625	625		625
Gratuity (food and drinks only)		1120.44	1240.16		1120.44 – 1240.16
Tax	(75)	Est \$75	Est \$75		75
Teacher meals	\$44.45			39.95 + 4.50 (44.45)	1050
Deposit	(\$1300)	\$1300	\$1300		1300
subtotals	Not incl teacher cost \$73.85 - \$75.24	Not incl teacher cost 11422.44	Not incl teacher cost 12336.41	Incl grat \$1049.02	12,471.46 – 13,385.43
Ticket @ 60		(-8400)	(-9300)		
Ticket @ 65		(-9100)	(-10,075)		
<b>Total Cost to Council with \$60 ticket</b>		<b>\$2133.44</b>	<b>\$2147.41</b>	<b>\$1050</b>	<b>\$4071.46 – 4085.43</b>
<b>Total cost to council with \$65 ticket</b>		<b>\$1433.44</b>	<b>\$1372.41</b>	<b>\$1050</b>	<b>\$3372-3311.41</b>

- iii. Wainwright Hotel can accommodate 184 people if move the buffet outside.
- iv. Total cost: \$12,471.46-13,385.43
- v. If charge \$60 for tickets – need \$4071.46-4085.43
- vi. If charge \$65 for tickets – need \$3372-3311.41
- vii. Above includes paying for teachers. Have had agreement from Council to include teachers. Are all teachers invited or is it just Grade 9 teachers? Last year ~20 teachers attended. All the staff would be more than 20 teachers. This is a question for Dr. Cutler.

viii. Council Contribution:

1. March meeting Council voted and approved to transfer \$1000 allocated to dance to grade 9 farewell (in addition to \$1300 already approved for the deposit)
2. Deposit was paid (\$1300) on Feb 19. Invoice was sent to council. Tatiana needs cheque for reimbursement. Has received.
3. Purdy's fundraising allocation? Half: ~\$315
4. Total contribution?
  - a. Council already committed \$2000. Going to reallocate \$1000 from dance, \$315 from Purdy's = \$3315. This would already be enough to cover with \$65 tickets.
5. Shannon – Charge \$65 and then have extra money for those who can't afford?
6. No minimum for buffet. Only charged for tickets we sell and people who attend.
7. 187 Grade 9 students at school this year.
8. Sunk costs – DJ, teacher meals, + deposit (~\$3000). Then pay per student that actually attends after that.
9. Need to commit to something and start selling tickets.
  - a. Tatiana said ready to sell as of next week.
10. Can commit \$3315 + money in safe from dance (\$1091.75) + funds raised from concession = \$4406.75
  - a. What is stopping us from committing \$5000? We have the money if we need the buffer but don't want to necessarily commit to that right now as this could impact future years. Not sure if commitment of \$5000 every year is reasonable.
  - b. Have the money if we need the buffer but don't want to commit \$5000 as sets precedent for future years which may not be feasible.
11. Lisa and Melanie planning some snack fundraisers at lunch time and will use these funds to pad the grad fundraising. This can go directly to the grad.
12. Date confirmed June 9, 630-1030pm
13. Tickets: Will sell for \$65. Add on wording for donations to support other students.
14. [Zeffy](#) – Tatiana was going to use last year to sell tickets but read reviews that were discouraging – delays in getting money

deposited. Jenny says that they use at Marion Carson and it works well. Another non-profit she works for also uses it.

ix. Moving forward – Should council contribute a set amount to Grade 9 Grad Celebration every year to make it sustainable and predictable (deferred from March meeting)?

1. Council has previously allocated \$2000 each year for Grade 9 Farewell - concerns around increases in cost and sustainability
2. Can students raise funds?
3. Grade 9 Farewell Committee established each year and identify dedicated Fundraising activity?
4. Motion: Shannon – Council to commit to \$3000 to grade 9 grad yearly (from general account)
  - a. Second: Melanie
  - b. Vote: 12 in favour, motion passed.

6. NEW BUSINESS

- a. None

7. NEXT MEETING DATE: Wednesday, May 6 @7:30pm (in-person for those who can make it; will also be an online option)

8. ADJOURNMENT: 8:37 pm

- a. Motion: Tatiana
- b. Second: Jenny