

## 2023 – 2024 EBTPFA Meeting Minutes SEPTEMBER

**Date:** Wednesday, September 27, 2023  
**Time:** 7:05 pm – 7:22 pm  
**Location:** Banff Trail School and Virtual (Microsoft Teams)  
**Attendees:**

Executive Committee Members:	Committee Chairs/Coordinators:	Other members:
<input type="checkbox"/> Ashley L. (Chair) <input type="checkbox"/> Erin R. (Vice Chair) <input type="checkbox"/> Tracy K. (Secretary) <input type="checkbox"/> Arvind R. (Treasurer)	<input type="checkbox"/> Franny F. (Volunteer Coordinator) <input type="checkbox"/> Nicole R. (Casino Chair, Schoolyard development) <input type="checkbox"/> Jason A. (Casino Coordinator) <input type="checkbox"/> Anna S-K. (Schoolyard development) <input type="checkbox"/> Cathy D. (Social Media) <input type="checkbox"/> Anna L-W. (Teacher Appreciation) <input type="checkbox"/> Christina H. (Dance/Jacket Racket) <input type="checkbox"/> Tanner R. (Bike to School/Jacket Racket)	Christina D. (online) Amanda M. (online) Taryn (online) Lindsay M. (online) Sarah J. Robyn Jana W. (online) Leah W. Ang (online) Jason A. Erin M. Shannon R. Laura J.
<b>Staff:</b>		
<ul style="list-style-type: none"> <li>Nancy T.</li> </ul>		

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Agenda Item		Speaker	Discussion
1. Call to Order		Erin R.	Call to order immediately after School Council Meeting Meeting called to order at 7:05pm.
2. Confirm Quorum		Erin R.	Quorum confirmed.
3. Additions and Approval of the Agenda		Erin R.	<ul style="list-style-type: none"> <li>Adopted by consensus.</li> </ul>
4. Adoption of Minutes from May 17, 2023		Erin R.	<ul style="list-style-type: none"> <li>Minutes adopted by consensus.</li> </ul>
5. Introduction to EBTPFA		Ashley L.	<ul style="list-style-type: none"> <li>Different committees for EBTPFA (versus School Council) due to fund involvement</li> <li>need to vote on EBTPFA executive at AGM (in the Fall) - please attend for this meeting</li> </ul>
6. Treasurer's Report and Motions	5.1	Arvind P-R.	<ul style="list-style-type: none"> <li>Motion to provide teachers with a pre-approved per diem of \$150 each per school year for classroom supplies, rather than asking teachers to submit individual receipts for reimbursement throughout the year</li> <li>Motion forwarded by Erin R., seconded by Anna W.; approved by simple majority</li> </ul>
	5.2		<ul style="list-style-type: none"> <li>Motion to add budget item for photocopying at the school for School Council/EBTPFA information to go home in students backpacks up to the amount of \$750 per year invoiced by the school to us at the end of June 2024</li> <li>Motion forwarded by Arvind R; seconded by Nicole R.; approved by simple majority</li> </ul>

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<b>7. Committee Reports</b>	7.1 Casino Coordinators	Nicole R. Jason A.	<ul style="list-style-type: none"> <li>• <a href="mailto:banfftrailcasino@gmail.com">banfftrailcasino@gmail.com</a></li> <li>• thank you for those who have already signed up</li> <li>• will be sending an email with more information re: parking, food, etc</li> <li>• Needed still: 3 account room volunteers (10:30pm Saturday night, done by 3:30am), 4 backup volunteers who can be available in an emergency</li> </ul>
	7.2 Fundraising Committees	Ashley L.	<ul style="list-style-type: none"> <li>• Request for volunteers</li> </ul>
		Erin R.	<ul style="list-style-type: none"> <li>• Cheque Writing Campaign (main fundraiser apart from Casino) - 100% proceeds go directly to the school</li> <li>• funds raised allowed School Council to provide residencies (which previously distributed survey indicated was/is a priority for families)</li> </ul>
		Leah W.	<ul style="list-style-type: none"> <li>• Art Cards - kids have been working on their art in their classes</li> <li>• mid-October for orders, parents will get a draft of the art</li> </ul>
			<ul style="list-style-type: none"> <li>• Winter fundraiser - Milk Jar Candles in time for holiday gifts – seeking a volunteer coordinator!</li> <li>• this is a new fundraiser we are trying instead of winter flowers - great for christmas gifts - should be easy process for ordering, will need volunteers for distribution</li> <li>• Local Company!</li> </ul>
		Thomas L.	<ul style="list-style-type: none"> <li>• Spring Flowers</li> </ul>
	7.3 Schoolyard Development Society	Anna S-K.	<ul style="list-style-type: none"> <li>• <a href="mailto:ebtschoolyarddevelopment@gmail.com">ebtschoolyarddevelopment@gmail.com</a></li> <li>• separate society from EBTPFA (allows for applications to grants, etc)</li> <li>• seeking volunteers, happy to have anyone come join</li> <li>• delayed application for TD Grant funding application - to help fund outdoor classroom learning circle (great for sharing circles outside, but also great for outdoor seating)</li> </ul>

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			<ul style="list-style-type: none"> <li>usually do a yard cleanup in the Fall but not sure if it will happen this year; will definitely do a Spring cleanup</li> </ul>
<b>8. Adjournment</b>			<ul style="list-style-type: none"> <li>Adjourned until next meeting - October 25, 2023 immediately following School Council Meeting. This meeting will be the AGM for the EBTPFA, which will include voting on the Executive and Chair and Treasurer's Reports with the audited financial statements from the previous fiscal year.</li> <li>Meeting adjourned at 7:22pm.</li> </ul>
<b>9. Upcoming meetings</b>			<p>Upcoming meeting dates:</p> <ul style="list-style-type: none"> <li>October 25 - EBTPFA AGM</li> <li>November 29</li> <li>January 31</li> <li>February 28</li> <li>April 24</li> <li>May 29</li> </ul>

#### Contact Information

**Email:** [banfftrailchair@gmail.com](mailto:banfftrailchair@gmail.com)

**Facebook:** **Banff Trail School Parents** (this is a closed group, accessible by request / invitation only)

**Instagram:** [banfftrailsschoolcouncil](#)

**Volunteers:** [banfftrailvolunteer@gmail.com](mailto:banfftrailvolunteer@gmail.com)

**Schoolyard Development:** [ebtschoolyarddevelopment@gmail.com](mailto:ebtschoolyarddevelopment@gmail.com)