

Citadel Park School Parent Association

May 6th, 2026, 7:15pm

In Person and Microsoft Teams

MINUTES

Present - In Person

C. Edwards, Principal	C. Ditto, Chair	Jill W., Events Coordinator
A. Bates-Church, A.P.	Chantell G., Social Coordinator	A. Gadhoke, Treasurer
A. Lawrence, Fun Lunch	Jenna L.	Felicia Y., Key Communicator

1. Call to Order and Welcome - Meeting called to order at 7:15pm by C. Ditto.

1. **Review of the Agenda** – Motion: *to approve the agenda as presented (or as amended)*. Moved by Chantell G, seconded by A. Gadhoke, **CARRIED**.

2. **Approval of the Minutes** – Motion: *to approve the minutes of the meeting held on Feb 18th, 2026, as presented (or as amended)*. Moved by Chantell G, seconded by A. Gadhoke, **CARRIED**.

3. School and Committee Reports - Events

A. Residency Funding

a. As mentioned in the School Council, the school may have to come to the Parent Association for funding support for the residencies if it's not secured externally

B. AGM Planning and Role Succession – for Parent Association

- a. Chair — vacant
- b. Casino Chair — discussed
- c. Events Coordinator — tentative
- d. Fundraising Coordinator — tentative
- e. Fun Lunch Coordinator — tentative
- f. Parent Night Coordinator — vacant
- g. Key Communicator — tentative/vacant depending on interest

- h. Social Media / Volunteering — tentative
- i. Handoff documents for future councils would be very helpful for contacts, important dates and information.

C. Fundraising

- a. Krispy Kreme
 - i. A very good option with profitability and ease of handling
 - ii. Goal to use Healthy Hunger for electronic payments
 - iii. Flat structure pricing so parents know the total and there are no additional fees at checkout. Tentative pickup date of June 11
- b. Rain Barrel
 - i. Good idea due to past water restrictions and the City of Calgary rebate program
 - ii. Barrels are about \$80 after the City of Calgary rebate of \$50 is applied
 - iii. Profit of about \$10 / barrel to the school
 - iv. Delivery logistics and home delivery options
- c. Bottle Drive
 - i. Tentative dates of June 19 - 20
- d. Perfect for families wanting to do a pre-summer clean out
- e. Stage replacement fundraising is the priority right now as the current one is at the end of life, screws no longer thread correctly, some areas are not stable.
 - i. Replacement is about \$13,000 including stage units, dolly, stairs and guardrails
 - ii. With the school's 20th anniversary in September, it's an idea time to replace it.

D. Events

- a. Movie night successful with \$718 revenue
- b. Volunteer turnout was great
- c. Leftover concessions were organized for future use
- d. A possible September welcome back picnic was proposed for families
- e. Possible future ideas – LEGO competition, spelling bee or community event.

E. Sports Day

- a. Will happen June 24 and will need many volunteers
- b. Parent Association support is still to be confirmed

F. Fun Lunch

- a. Booster Juice orders lower than typical about 170 orders compared to 200+ usually.
- b. 2 lunches and 1 popcorn day remaining.

**** Parents **MUST opt-in** to receive fun lunch/fundraising emails due to CASL regulations on advertising****

G. Social Media and Volunteer

- a. Updates posted to remind families about fun lunch and recruit volunteers
- b. we can be found at @citadelparkparent

4. Treasurers Report - Gaming Funds

- A. Currently have \$88,670.18 in gaming funds
 - a. There were no reimbursements to the school from the gaming account.

Non-Gaming Funds

- A. As of April 7, 2026 we have \$6,644.54 in our bank account – not including the April Movie Night proceeds.
- B. School was reimbursed for \$220.61 for the Teacher Appreciation Dinner.
- C. Healthy Hunger fun lunch proceeds were \$215.92
- D. Healthy Hunger movie night proceeds were \$1,338.67
- E. Healthy Hunger dance cheque was deposited in the amount of \$1,160.65

** Two volunteers are needed to audit the year end financials**

5. Playground Committee

- 1. Initial planning is underway
- 2. A dedicated email account for the playground has been created
- 3. Website being set up through Wix with non-profit discounts accessed through TechSoup
- 4. Looking into a future student survey to help determine playground priorities and design concepts.

6. Key Dates

Meetings: June 11th (AGM)

- May 22 — Volunteer Tea
- May 22 — Buffalo installation support
- June 4, 6:30 PM — Kindergarten / Grade 1 orientation
- June 11 — AGM
- June 11 — Tentative Krispy Kreme pickup
- June 19–20 — Tentative bottle drive
- June 24 — Sports Day

7. **Next Meeting** – The next meeting will be on June 11th 2026, at 7:00pm as a hybrid of in-person meeting and streaming on Microsoft Teams.

Adjourned – Meeting adjourned at 8:30pm

Notes prepared by M. Singh