

Citadel Park School Parent Association

February 18th, 2025, 7:28pm

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

Present - Online

A. Leslie, Casino	Felicia Y.	Jenna L.
A. Lawrence	Lindsay B.	

1. Call to Order and Welcome - Meeting called to order at 7:28pm by C. Ditto.

1. Review of the Agenda – Motion: *to approve the agenda as presented (or as amended).* , **CARRIED.**

2. Approval of the Minutes – Motion: *to approve the minutes of the meeting held on June 11th, 2025, as presented (or as amended).* Moved by Jill W., seconded by A. Gadhoke., **CARRIED.**

3. School and Committee Reports - Events

A. January Movie Night – Jan 29

- i. Approximately 196 people, more than expected
- ii. Concessions nearly sold out of the pre-purchased snacks
- iii. Volunteering was limited but enough to run the event including some new volunteers, not associated with council.

- iv. Healthy Hunger was used for tickets and set up as a fun lunch meaning there was a cutoff of 5 days before. There was some confusion about if there would be extensions. For future, it's not ideal for events and council will look into other platforms as alternatives for events.

B. Valentines Dance – Feb 11

- a. Approximately 300 attendees
- b. There was a lot of dancing and fun had by all ages.
- c. \$1,401 via Healthy Hunger ticket sales and \$676 in cash for tickets and concessions.
- d. After expenses, approx. \$1,332 net revenue.
- e. There are concerns over volunteer numbers, setup was adequate for volunteers however the clean up was lacking with most people leaving right at the end and only a few staying to clean – gym sweeping, gathering space and washrooms tidied, tables and rest areas put away.
- f. In future clear messaging about minimum volunteer numbers for set up and clean up with hard deadlines preventing ticket sales until those numbers are reached.
- g. Consider offering incentives to volunteer such as a free ticket for a child but making use expectations for volunteering are clear.

C. Future Dances and Movie Nights

- a. Emphasis on parents being responsible for and supervising their children
- b. No tag or running in the gathering space
- c. Time should be in the gym where the event is taking place.
- d. Announcements about the expectations and behaviours should be made
- e. Will possibly try a “floater” to supervise and encourage kids to be in the gym at future events.

D. Upcoming Movie Night – April 23

- a. Possibly LEGO Movie including a theme night
- b. Build LEGO creations at home and bring them in to display them before the movie
- c. Possible categories to recognize
- d. This will be confirmed and changed as needed if the LEGO Movie is unavailable.

E. Social Media – our only social media is Instagram, we can be found at @citadelparkparent

F. Fun Lunch – popcorn going strong

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

4. Treasurers Report - Gaming Funds

- A. Currently have \$89,298.36 in gaming funds
 - a. From Jan 7th to Feb 7th we did not have any expenses.

Non-Gaming Funds

- A. As of February 7, 2026 we have \$4,140.90 in our bank account – not including the Movie Night or Dance.
- B. Healthy Hunger contributions were \$427.07.
- C. Council purchased \$2,200 in Amazon gift cards for the teachers use in the classrooms.
- D. Valentine's Dance generated \$1,401.75 in sales from Healthy Hunger (though we are awaiting final number after their fee deduction) plus \$676.65 in cash and concession sales to bring a total of \$1,332.88 of revenue after expenses.

5. Playground Update

- 1. We will be start forming a dedicated Playground Committee to lead this project.
- 2. Should start confirming the overall fundraising strategy, recruiting volunteers including parents, council members and community members
- 3. Looking into creating a dedicated website and Facebook page to keep everyone updated and build excitement
- 4. Discuss inclusivity and get input from the students.

6. Key Dates

Meetings: April 9th, May 13th and June 11th (AGM)

- 7. **Next Meeting** – The next meeting will be on February 18th 2026, at 7:00pm as a hybrid of in-person meeting and streaming on Microsoft Teams.

Adjourned Moved by A. Gadhoke, seconded by Jill W., **CARRIED** – Meeting adjourned at 8:16pm

Notes prepared by M. Singh