Citadel Park School Parent Association

November 4th, 2026, 7:20pm

In Person and Microsoft Teams

MINUTES

Present - In Person

C. Edwards, Principal	B. Dew, Chair	A. Gadhoke, Treasurer
A. Bates-Church, A.P.	M. Singh, Secretary	Jill W., Events Coordinator
Jenna. L, Fundraising		

Present - Online

A. Lawrence, Fun Lunch	F. Dutcher	

1. **Call to Order and Welcome** - Meeting called to order at 7:20pm by B. Dew.

2. **Review of the Agenda** – Motion: *to approve the agenda as presented (or as amended)*. Moved by Jill W., seconded by Jenna L., **CARRIED.**

3. **Approval of the Minutes** – Motion: *to approve the minutes of the meeting held on October 7th, 2026, as presented (or as amended)*. Moved by Jill W., seconded by Jenna L., **CARRIED.**

4. **Mid-Year Council Replacements**
    1. If written notice is given, we can replace someone in a role during the year.

5. **Communication Discussion**
    1. Emails and social media are not hitting all the parents, members are hearing feedback about people not knowing about events. Discussion if there are other methods to reach those parents.
    2. Monthly calendar and dates for school events

6. **School Spending Plan Review and Update:**
    1. Many of the approved funds are already in the process of being spent.
    2. Elev8 Lacrosse has given the school 2 free days of lacrosse which will likely equate to one session per class.
    3. The stage has arrived
    4. Council has agreed to support the Giving Tree again this year.
    5. Motion: *to approve a budge of $500 for gift cards to be used for the Giving Tree*. Moved by A. Lawrance, seconded by Jenna L., **CARRIED**

7. **Committee Reports - Events**
    A. Casino – the next casino request has been submitted.
    B. Fun Lunch
        a. Popcorn day on Nov 5
        b. Dominos Pizza is the next fun lunch, there are many volunteers already signed up
        c. The school is also receiving steady donations via Healthy Hunger

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

    C. Social Media
        a. Looking to promote growth with more email mentions in the WAG
    D. Parents Night
        a. Hawkwood and Silver Springs have invited many NW schools to pool together and have a presentation on "How to continue to show up for our kids when we are running on empty". They already have a list of 4-5 speakers.
        b. Motion: *to put our Alberta School Engagement Grant toward this endeavour with the other NW schools*. Moved by A. Gadhoke, seconded by Jenna L., **CARRIED**
    E. Fundraising
        a. Approximately $1300 was raised from apples.
        b. Old Dutch have about $800 from e-transfer sales but we are still awaiting the Healthy Hunger proceeds.
        c. Stickers – have one pack left, they have been selling well.
        d. Purdys – will be open until Nov 27, will need volunteers to sort the orders and then pick up will be at the Makers Market on December 10th.

e. Jenna dropped off a framed poster and thank you letter to Home Depot and the Citadel Community Association for everyone's help with the community garden initiative started last spring.
f. Mabels Labels – a cheque for just over $100 was sent
g. Considering a bottle drive in January

F. Halloween Dance
a. Raised just over $2000
b. But there was some challenges with finding volunteers

G. Makers Market
a. Happening December 10
b. Going to have approx. 50 tables
c. Looking to do raffles again, donations will be needed for those baskets

H. Valentines Dance – Feb 10

1. **Treasurers Report - Gaming Funds**

A. As of October 7, have $66,060.20 in gaming funds
a. For this period we reimbursed the school for the following:
i. Sept 9 Council reimbursed the school $8688.94 grade 1 zoo trip, trip, grade 5 Hangar Flight museum, Mystery Science subscription, Royal Tyrell Museum and Land fill field trip.
ii. Sept 28, was found that the bussing for Royal Tyrell Museum and Land fill field trip were incorrectly charges and reversed back, the total amount reversed was $2,649,26.
iii. Reimbursed school $3,138.02 for Alien Inline skating from the 25-26 school year.
iv. Reimbursed school $2,436.68 for the Blank page studio project.
v. Received the IODE donation of $3,500 for the Blank Page Studio Project.

Non-Gaming Funds

a. As of October 7, 2026 we have $10,382.47 in our bank account
b. The healthy hunger fun lunch proceeds for this period was $481.19
c. The partial proceeds from the Old Dutch fundraising were $804.00
d. The annual movie licence expense was $661.50
e. We purchased 500 school stickers from Annie Stickers at the cost of $175.00
f. Payment for the fees associated with new website and domain at the cost of $262.08

8. **Key Dates**

- January 13
- February 17
- March TBA closer to Parent Night
- April 7
- May 5
- June 9 (AGM)

9. **Next Meeting** – The next meeting will be on January 13th 2026, at 7:00pm as a hybrid of in-person meeting and streaming on Microsoft Teams.

Adjourned – Meeting adjourned at 8:00pm

Notes prepared by M. Singh