



MEETING MINUTES

Meeting: Queen of Angels Parent Support Group

Date: Thursday, September 25, 2025; 6:30 pm

Virtual Link: <https://cisdv.zoom.us/j/65384069760>

ATTENDANCE:

Executive Committee:

Terra Munro, President; Kate Wratten, Vice-President, Natasha Gin; Treasurer (virtual),

Sub-Committee Leads & Representatives

Colleen Carlin, Teacher Representative; Chris Hawkins, School Council Liaison; Brian Untereiner, Principal; Gord Higginson, Vice-Principal, Mary-Anne Toth (Virtual); Gaming Representative; Katie Hui - Bursaries

Members At Large: Tamara Evans; Trish Dandy; Alicia Diestler, Madeline Tommy, Stacie Eastman, Sandi Simmons, Daynika White, Jay Jung, Arthur McKinlay, Karleigh McKinlay, Amron Christensen
VIRTUAL Attendance - Bonnie Park, Alison Kyfiuk Nicole Omelus

. Opening

Call to Order: The meeting was called to order by Chair Terra at 6:35 PM.

Current State Check-In: Informal check-in with members to begin meeting. Introductions of the PSG and new members.

1. Approval of Previous Minutes

- Approval of Previous Minutes:
Motion to approve minutes from previous meeting as distributed; made by Terra..
Motion Passed.

2. Approval of Agenda

- Approval of today's Agenda:
Motion to approve Agenda as distributed; made by Terra..
Motion Passed.

3. Reports

A. Principals Report

- Please see the attached report. [Principals Report](#)

B. Gaming Report

Presented by Mary-Anne

- We are up to date and have completed the request for further information from previous grant applications.
- Email sent for confirmation to BC Gaming, no response yet (assumed positive).
- Grant received in June 2025 of \$4,000 from Duncan Dabbers – cheque cashed by Natasha (Treasurer).
 - Terra also received a generous \$1000 on behalf of PSG and has sent thank you of appreciation to KofC. Cheque has been cashed
- Hopeful that we can apply for a gaming grant again next year.
- Thanks and appreciation extended to Mary-Anne for her efforts.

C. Treasurer Report

Presented by Natasha - (Virtual)

No paper report at this time.

Account Balances:

- Gaming Account: \$5,559.55
- General Account: \$22,378.85
- Fun Fair cash still needs to be counted and deposited. Natasha and Kate will complete this task.

D. Hot Lunch Report

Presented by Tamara

- Largest order yet from Local Pizza scheduled for Thursday.
- Exploring new vendors for next year. Seems to be going very well and popular so far this year.

E. Fundraising Report

- No report at this time; will be presented at the next meeting.

4. Old Business

A. Gaga Ball Pit

- Paul Drake may assist with construction in his maintenance role this year.
- Brian presented a potential quote for brackets, matting, and sand/paving. Concern raised about possible tariffs as supplies may ship from the U.S.
- Estimated need: 34 2x10s; area approx. 25 feet to be leveled.
- PSG agreed to move forward; a committee formed to gather quotes and report back.
- Committee Members: Stacie, Madeline, Arthur.
- *Action: Terra to connect committee members via email.*

B. Recruitment of Roles.

- Terra reviewed roles and thanked outgoing executives for service.
- Terra offered to remain as is with Kate until the new PSG team is comfortable and trained as this was in place from previous AGM.
- Nicole Omelus expressed interest in the President position as has previously been on Boards.

Voting Results:

- **Secretary:** Vacant (no nominations put forward).
- **Gaming Coordinator:** No formal nominations; Erin Kapela and Bonnie Park expressed interest in helping and learning more about the role. *Terra to connect them with Mary-Anne. Erin is interested in grant writing.*
- **Vice President (Co-Chair):** No volunteers; Kate offered to remain in role.
- **President:** Nicole Omelus acclaimed as President. Terra will assist in onboarding and will send an email out with further details and to schedule an executive meeting as this should happen fairly soon.
- The chair thanked the group for stepping forward.

Other Discussion:

- Brian asked about minutes accessibility. Confirmed that minutes are kept on Google Docs in PSG Drive and distributed each meeting.
- Question raised about website posting. Jackie may assist; the admin- office will be copied in future minutes to facilitate posting if this is the process. Will await details from Brian/admin. Kate is wondering about finances on a website for public viewing. .

5. Tabled Items

- Grant applications (remain tabled) Variety Club & Canada Post Grants, Rick Hansen and Library Grant.
- Discussion regarding purchase of an OWL device for meetings (tabled).

6. New Business

A. Spring Fun Fair

Date confirmed: Friday, May 29, 2025.

- Committee formed: Trish, Erin, Karleigh, Arthur, Allison, Madeline, Danica, Janet, Terra.
- Recommended by Chair that President (Chair) be on Committees but not Chair the committee due to workload and instead split up into smaller committees with tasks.
- Silent Auction: Needs 2 leads due to size of role. Committee to begin no later than January to canvass for donations and manage follow-ups (receipts, thank-you notes).

B. Halloween Event

Date confirmed: Thursday, October 23, 2025 (5:30–7:30 PM).

- Foregoing the Halloween Costume contest for Halloween Parade instead
- Committee: Kate, Madeline, Terra, Sandy.

C. Fundraising Committee

- Deferred to the next meeting to allow committees time to meet.

D. Building & Keeping Momentum

- Members are encouraged to personally invite one person to attend the next PSG meeting.

E. PSG Apparel

- Tamara suggested apparel (e.g., hi-visibility vests) for PSG members at events.
- Purpose: recognition, safety, recruitment.
- Brian suggested the slogan “Proud Parent of Queen of Angels.”
- Tamara to research further options.

F. Art Cards Project – Presented by Tamara

- Theme: Winter/Christmas.
- Student artwork due by November 7th.
- Products: cards, ornaments, gifts.

- Fundraisers and projects have been successful in past years.

7. Other Business

- None noted

8. Wrap Up

- Action Items:
 - Terra to connect Gaga Pit Committee members via email.
 - Terra to assist Nicole with onboarding as President.
 - Natasha & Kate to count/deposit Fun Fair cash.
 - Terra to connect Erin & Bonnie with Mary-Anne for Gaming Coordinator support.
 - Tamara to research PSG apparel options.

Next PSG meeting: October 14th, 2025

8. Adjournment

- **Meeting Adjourned: 7:55 PM**

Minutes recorded by Terra Munro, Outgoing President and Acting Secretary.