



Dear Town of Bonnyville,

9/1/2024

I hope this letter finds you well. I am writing to share some wonderful news about a recent addition to Dr. Brosseau Middle School that has already made a significant impact on our students: our all-inclusive playground.

This playground was designed and built with every child in mind, ensuring that students of all abilities can play, learn, and grow together in a safe and welcoming environment. The joy and smiles on the faces of our students as they explore and enjoy this space are truly priceless. It has become a place where friendships are formed, confidence is built, and every student feels valued.

While we are thrilled to have completed the construction of this amazing playground, we are still working to cover the costs associated with its development. The project required a significant investment in specialized equipment, accessible features, and safety measures to ensure that the playground serves all of our students effectively. We are reaching out to our community and generous supporters like you to help us close the funding gap.

We are seeking donations to help pay for the remaining expenses associated with the playground. Your contribution, no matter the size, will directly support the final costs and help us ensure that this playground remains a sustainable and integral part of our school for years to come.

We would be deeply grateful for any support you can offer. The playground is already making a difference in our students' lives. With your help, we can fully fund this incredible resource and ensure it continues to bring joy to all our children!

Donations can be made directly to Bobcats Fundraising Association (Dr Brosseau School PAC). If you have any questions or would like to discuss this further, please don't hesitate to contact Lea Cousins 780-815-3411.

Thank you for considering our request. Your support will ensure that the all-inclusive playground continues to be a place where every child at Dr. Brosseau Middle School can thrive.

Warm regards,

Lea Cousins
President – Bobcat Fundraising Association
Dr. Brosseau Middle School
780-815-3411



Town of Bonnyville Sponsorship and Donation Request Form

**This completed form must be submitted within a minimum of
30 days prior to the planned event to
finance@town.bonnyville.ab.ca.**



Town of Bonnyville Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 30 days prior to the planned event to finance@town.bonnyville.ab.ca.

Organization or Person Requesting Funds:
Bobcats Fundraising Association

Contact Name(s):
Lea Cousins

Phone Number: 7808153411 **Email Address:** bobcatsfundraisingassoc@gmail.com

Mailing Address:
4301 38st Bonnyville AB T9N2P9

Funding Request Total: 10000.00 Date of Event (dd/mm/yyyy): 13/01/2025	Type of Sponsorship Request: <input type="checkbox"/> Event <input type="checkbox"/> Table <input type="checkbox"/> Conference <input type="checkbox"/> Gifts-in-Kind (i.e., Silent Auction Items) <input type="checkbox"/> Other (please explain): _____ _____
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Briefly Describe Your Organization (not-for-profit, for profit):
We are a school fundraising association is a group of parents, and community members who come together to raise money for school-related activities, projects, or needs that are not covered by the regular school budget. Our associations organize various events and campaigns, such as bake sales, fun runs, auctions, and other creative initiatives to generate funds. The money raised is often used to support extracurricular activities, purchase equipment, fund school trips, improve facilities, or provide scholarships. The association also fosters a sense of community by involving parents and students in the school's development and activities. Not for profit.

Please Indicate the Intended Purpose of the Funds:
Our all-Inclusive playground was designed and built with every child in mind, ensuring that students of all abilities can play, learn, and grow together in a safe and welcoming environment. The joy and smiles on the faces of our students as they explore and enjoy this space are truly priceless. It has become a place where friendships are formed, confidence is built, and every lakeland child feels valued.
We are seeking donations to help pay for the remaining expenses associated with the playground. Your contribution, no matter the size, will directly support the final costs and help us ensure that this playground remains a sustainable and integral part of our school for years to come.

What are the direct goals/objectives of the project/event?
To make sure that every person no matter their ability can play. We would love to pay off our loan this school year with your donation.

Where and when is the project/event taking place?
Dr Brosseau school yard In place already

How many people will benefit from the planned project/event?
10 000 as playgrounds are open to the public every day .

Please describe how the project/event will benefit the community and/or the residents of the Town of Bonnyville:
Our all-inclusive playground is designed to be a space where children/adults of all abilities can play, socialize, and learn together.

Please specify the amount of funding requested/anticipated from other organizations or government sources:
We have only started reaching out for donations
Rednacks For a Cause have donated 5000.00


Please provide any additional information that will assist to support a funding decision:
If the Bobcats Fundraising association does not receive funding for the all-inclusive playground, they would face the burden of slowly paying off the project over time. This financial strain would likely divert funds from other critical needs within the school, leading to several potential consequences. Without the necessary funding, the community would not only struggle to pay off the playground but would also have to make difficult decisions about where to allocate the limited remaining funds, potentially compromising the quality of education and the overall school environment.

Please provide the planned sponsorship/donation recognition methods for the acquired funds:
We would put all donation on our social media and the social media of our school division as a thank you

Has the Town of Bonnyville provided a donation or sponsorship contribution within the last 2 years, and if so, how was the Town of Bonnyville's contribution recognized?
No

Additional Documents
You may attach additional documentation if you require more space or would have liked to include additional information.

Town of Bonnyville Logo Permission Requirements
Please contact the Chief Administrative Officer at brogers@town.bonnyville.ab.ca for all use of Town of Bonnyville Logos as well as advertising, signs and imaging which require authorization by Town of Bonnyville Administration.

Signature: 	Date Submitted (dd/mm/yyyy) 01/09/2024
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FOIP Disclosure
Any personal information that the Town of Bonnyville may collect on this form is in compliance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality. If you have any questions about the collection of information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-826-3496.

Ecole Dr Bernard Brosseau PAC

Annual General Meeting MINUTES

Date: June 5th, 2024 6:30pm @ Dr Brosseau School

Offering In person and Online Options

To join the meeting via Google Meet <https://meet.google.com/fys-symu-bae>

1. **Members in attendance:**
 - 1.1 Melanie Boutet, Stephanie Atkinson, Lea Cousins, Kristine Corssland, Tiffany Friesen, Colin Atkinson, Michelle Jensen,
 - 1.2 Associate members: Joe Marion

2. **Calling meeting to order:** Meeting called to order at 7:46

3. **Verification of quorum (5 members):** Quorum of 5 people was met.

4. **Review of Agenda - Motion to approve agenda.** Seconded and carried.

5. **Review and approval of minutes of previous meeting (*motion to accept*)**
 - 5.1 *Lea reviewed minutes from June 2023 AGM. Kristine motioned to approve minutes as presented with the change of the PAC name. Tiffany seconded. Carried.*

6. **Annual Financial Reports: (*motion to accept*)**
 - 6.1 **Previous fiscal year statement:** Because of the timing of the AGM at the start of June, this will not be a complete report as it does not include all of the June fundraisers.
 - 6.1.1 Total income \$17,422,32 and total disbursements \$14,270.54 plus \$11,813.95 from Sept balance.
 - 6.1.2 Tiffany motions to accept the financial statement as presented. Michelle seconded. Motion carried.
 - 6.2 **Current account balances:**
 - 6.2.1 As of May 31, account balance is currently \$14,965.73.

7. **Annual reports:**
 - 7.1 **President:** Make a donation to Bonnyville Football parent group (borrowed concession) - Michell motioned to donate \$300 to the parent association for use of the concession. Tiffany seconded. Carried.
 - 7.2 **Treasurer:** Notes from the report, less was made on ice cream because of the inconsistent days. We made quite a bit less than last year.
 - 7.3 **Hot Lunch:** This did not happen for the 23-24 school year.
 - 7.4 **Ice Cream:** - Inconsistent selling days so hoping for next year we will be more consistent.

- 7.5 Cookies: Cookies were brought it and sold which did well and will hope to be continued.
8. Standing Business
 - 8.1 Playground: Michelle Jensen researched and provided background on why the PAC should approach the board to forgive the remaining payment needed from the PAC by the Board. Stephanie drafted a letter to review that we are asking to be signed by support by the association President and the Principal at the school.
 - 8.2 Stephanie motioned that the letter be submitted. Michelle seconded. Discussion on the motion to include reading of the letter. After a vote this item was tabled to allow for further discussion to be had between the President and Mr Marion to meet and speak about this in more detail and finalize plans. Motion carried.
 - 8.3 PAC Membership - New Membership forms are available. A reminder that memberships need to be filled out for voting capability.
9. New Business:
 - 9.1 SC enhancement discussion:
 - 9.1.1
 - 9.2 Fundraisers:
 - 9.2.1 Fall - Dielmans is pencilled in for Fall 2024
 - 9.2.2 General discussion was had regarding further fundraisers. Michelle requested a report for fundraisers for the last 3 years before making a fundraising plan.
 - 9.3 Hot Lunch: Many parents are overwhelmed with hot lunch options. We are unsure about continuing
 - 9.4 Ice Cream Sales: Would like to continue possibly in the fall
 - 9.5 Cookies: Would like continue for the fall.
 - 9.6 Budget:
 - 9.6.1 Insurance cost \$900/year to renew in November
 - 9.6.2 ASCA Conference and AGM fee: \$500/person.
 - 9.6.3 Associate Membership fee ASCA: \$150/year.
 - 9.6.4 Pay for cheques:
 - 9.6.5 Stationary:
 - 9.6.6 A budget will be created for presentation and approval at September PAC meeting.
10. Special Resolution Association name and Bylaws Review:
 - 10.1 Michelle motions to change the PAC name to **Bobcats Fundraising Association**. Seconded by Kristine. Discussion on the motion included discussion that it was important for the association name to have the words association or society in it to help differentiate between the School Council and fundraising body. A vote was cast. Motion Carried with all in favour. Stephanie will begin the process of change..
11. Elections:
 - 11.1 Board dissolution: Dissolution of the current Executive (*motion to dissolve the current executive*)

11.1.1 *Lea motions that Michelle oversees the elections, Tiffany seconds the motion.*

11.1.2 *Michelle motions to dissolve the executive, Kristine seconds, all in favour. Motion carried.*

11.2 Nominations of positions:

11.2.1 President: Stephanie Nominates Lea Cousins. Kristine seconds. Lea Accepts. Lea will take on the call by Acclimation

11.2.2 Vice President: No nominations. Moved to keep open until Special meeting in September.

11.2.3 Treasurer: Stephanie nominates Colin Atkinson. Colin accepted. No other nominations. Colin is acclaimed.

11.2.4 Secretary: No nomination. Moved to keep open until September General meeting

11.2.5 Director(s): No nominations at the moment. Stephanie motioned to fill these during September Special meeting. Motion carried.

11.2.6 Hot Lunch:

11.3 Election process:

11.3.1 **President - Lea Cousins 24-25 School Year**

11.3.2 **Vice president - Moved to keep open for September meeting**

11.3.3 **Treasurer - Colin Atkinson 24-25 School Year**

11.3.4 **Secretary - Moved to keep open for September meeting**

11.3.5 **Director - Moved to keep open for September meeting**

11.3.6 **Hot lunch/Ice Cream/Cookies**

11.4 **Michelle states the completion of the election process. Tiffany motions to accept the new executive as motioned. Stephanie seconded and all in favour.**

12. Signing Authority for bank account:

12.1 Changing Signing Authority for bank account:

12.1.1 **Stephanie motions to change the signing authority (should be max 3 people not connected to the school) to Lea Cousins and Colin Atkinson. Kristine seconded the motion. Discussion on the motion. During our Special meeting in September we will request to add 1 more signing authority to the account. Kristine Crossland will stay on as signing authority until a 3rd member can be found in September.**

12.2 Changing Access to account

12.2.1 **Stephanie motions to change the names of people who have access to the account to include Lea Cousins and Colin Atkinson. Michelle seconded the motion. Discussion was held that in our September special meeting we will request to have 1 more person added to have account access. All in favour. Motion carried**

13. Adjournment: Lea adjourned meeting at 8:47

14. Next general meeting: September 18, 2024

AGM Minutes signed and Dated



Lea Cousins, President

8/31/24

Date

Stephanie Atkinson, Secretary

Date

Ecole Dr. Brosseau Parent Advisory
AGM Financial Statement June 5, 2024

*Incomplete year end financials due to timing of the AGM

For the year: September, 2023 – May, 2024

Assets:

Lakeland Credit Union bank account May 31, 2024: \$14,965.73

Liabilities: (cheques issued not yet cleared through the account): Unknown

Income:

Ice cream, cookie, concession sales:	\$6,269.91
Dellmans	\$3,171.17
Gift card fundraiser	-----
Event Concession	\$5942.24
Growing smiles	-----
School Dance	\$2,039.00
Total Income	<u>\$17,422.32</u>

Disbursements:

Ice cream, cookies, concession purchases	\$2,366.96
Dellmans	\$0.00
Gift card fundraiser	\$unknown
Event concession purchases	\$3,032.76
Teacher appreciation	\$380.37
Pay back from the school to LCSD for playground	\$Not done yet
School enhancement (gym equip/piano/sensory/bussing/Halloween)	\$2,206.39
Bussing to Church	\$1,000.00
Equipment needed in the school (sports jerseys)	\$1,760.63
PAC Insurance	\$900.00
School Dance:	\$1059.52
Payment to Dr. B for school Dance	\$529.74
ASCA conference	\$921.18
Team snap	\$112.99
Total Disbursements	<u>\$14,270.54</u>

September 1, 2023 bank balance		\$11,813.95
Income from school year 2023/2024	+	\$17,422.32
Disbursements from school year 2023/24	-	\$14,270.54
Total as of May 31, 2024:	=	\$14,965.73

This Financial Statement was reviewed and approved by

Lea Cousins

Name

Name

President

Position

Position

8/31/24

Date

Date

Dr. Brosseau Playground Payments

Dates	Debit	Credit	Outstanding
November 16th 2017	160,575.37		160,575.37
June 22 2018		20,000.00	140,575.37
June 21 2019		30,000.00	110,575.37
June 19 2020		10,000.00	100,575.37
June 20 2020		8,000.00	92,575.37
July 1 2021		13,000.00	79,575.37
Sept 20 2022		10,000.00	69,525.37
July 6 2023		10,000.00	59,525.37