

Terrace Road Parent Fundraising Association Meeting Minutes

Thursday, 11 June 2026 – Hybrid Meeting

The Terrace Road Parent Fundraising Association (TRPFA) Meeting was held immediately following the Parent Advisory Council Meeting to discuss matters concerning fundraising to support Terrace Road School. It operates independently of the Parent Advisory Council.

1. Call to order

The Terrace Road Parent Fundraising Association meeting was called to order at 7:47 pm by Jacek Krzywicki (Chair).

Parents and guests physically present or online (indicated by *), include:

- | | |
|--------------------------|-------------------------|
| • Dan Buchanan | Principal |
| • Hooda Hassan | Teacher |
| • Linda Josue* | Community Member |
| • Guest* | Parent |
| • Erica Shield | Vice-Chairperson |
| • Maria Taqi | Fundraising Coordinator |
| • Tammie Dewan | Casino Coordinator |
| • Sean McCoy | Secretary |
| • Heather Sorensen | Treasurer |
| • Jacek Krzywicki | Chairperson |
| • Jenny Somerville-Welsh | Parent |

2. Adoption of agenda

Jacek moves to approve the agenda; seconded by Maria and Tammie.

No objections. Motion passes as amended.

3. Executive Reports

a. Chairperson: Jacek Krzywicki

- Office365 issue has been resolved: a renewal of our non-profit status is required within the Microsoft Portal: a single checkbox has to be clicked in place of a signature, which renews our organization for an additional year. Will add calendar reminder for 2027!
- Maria is stepping down from Fundraising Coordinator as of Sep 24.
- Tammie is stepping down as well later in 2026.
- Kat is stepping up to the role of Fundraising Coordinator and will work with Tammie for a smooth transition.

b. Vice-Chairperson: Erica Shield

- No updates.

c. Treasurer: Heather Sorensen

- Account signing authority still needs to be updated as the paperwork is not sufficient.
- We need a formal meeting minutes clearly outlining minutes. Signed resolution of directors signed as of today: "Individuals listed below are acting as directors."
- Will seek approval of \$1200 from general account to cover school buses for zoo trip.
Education Matters funding is making a difference - thank you for your ANONYMOUS donations!
- \$7,500 is still set aside for planned 2026 expenditures.
- General: \$10,000+ which covers all planned expenditures
- We made \$1,271 on the Coupon Books initiative
- Volunteer tea came in under budget
- Grade 6 grad decorations are being graciously donated by Tara - Logan's mom
- Teachers are asking for an additional \$600 for yearbooks.
- We are well set at the end of the year in our General Account balance.
- Erica approves the extra expenditure on Grade 6 gift cards and yearbooks

Heather seeking approval of \$1200 spend from general account to cover school buses for zoo trip; Erica approves, Jacek seconds.

Heather seeking approval of an additional \$600 for yearbooks from the general account; Erica approves, Jacek seconds.

No objections; all motions pass.

- d. Secretary: Sean McCoy
 - Not present.
- e. Fundraiser: Maria Ali
 - Fundraising drivers: let's have a gift card to than them.
- f. Casino Coordinator: Tammie Dewan
 - Shall we prepare Casino paperwork ahead of time?
 - Kat will assume the role of Casino Coordinator
 - We shall rehire the same advisors for the Casino operation

4. Requests for funds

- \$300 for Sports Day - Board has already set aside \$500 which should be sufficient
- Grade 6 grad gift: \$30 per student
- Grade 6 grad decorations: \$250
- Grade 6 black & white portraits: \$350
- For September: parent welcome coffee from Fringe: \$300
- End of the year staff lunch from Lazy Loaf: \$300

Approved by Erica, seconded by Jacek.

No objections; all motions pass.

5. Next meeting date

Next meet will be held in a **hybrid format Thursday, September 24, 2026**, following the TRS Parent Advisory Council meeting.

6. Adjournment

Jacek moves adjournment; Heather seconds.

No objections. Motion approved.

Meeting adjourned at 8:28 pm.

Minutes respectfully submitted by Jacek Krzywicki, Chairperson.