

# WPA Agenda

11/13/2023

The purpose of the WPA is to enhance and support the educational experience at Waterville Primary. A variety of activities and events will develop a closer connection between school and home by encouraging parent and caregiver involvement, and to improve the environment at Waterville Primary through volunteerism and financial support.

**Welcome and Introductions:** Dawn Bentley

**Principal's Report:** Dr. Hollinger

**School Guest Speaker:** Anne Stevens from Neighborhood Bridges

**Treasurer's Report:** Erika Ward and Stacey Brown

- Finance Review

Budget and Finance Reminders:

1. Please make sure that you are writing your committee name on the reimbursement form (i.e. Winter's Ball, Generals' Gift Shop,, Movie Night, teacher name or department name).
2. When making deposits, please make sure that you are writing the committee name on the deposit slip so that the treasurers know what committee to credit.
3. Bonded treasurers are the ONLY members allowed to leave the building with WPA money.
4. Budget - please review and make sure that your expenses are correct.
5. We have a Square account that can be used for payments

**General Officer's Notes:** Dawn Bentley and Marisa McLeod

- Please be sure to keep us up to date on any needs your committee has as early as possible.
  - Room Reservations, Flyer Approvals, Intent to Fundraise Form
- **Reminder that Committees will only be refunded for expenses up until their budgeted number and tax exempt.**
- Please submit your updates to the VP (Marisa) at [marisasmcleod@gmail.com](mailto:marisasmcleod@gmail.com)
- Please make sure you are transferring committee binder information, processes, timelines, etc. to the Google doc account, including a description page completed for future committee chairs.
- **ALL** forms and emails that go out to the student and parent/guardian body **must** be approved by the President or VP of the WPA **and** the principal.

**Committee Updates:** Marisa McLeod

- Let Marisa know if you are still in need of a shadow chair
- Volunteer Surveys are ready to be sent again

**Calendar:**

December	7th	Generals' Gift Shop
	8th	Generals' Gift Shop
	8th	Holiday Shop and Winter Book Fair in the evening
	9th	Holiday Shop and Winter Book Fair
	11th	WPA Meeting at 7:00 p.m.

**New Business:**

- No new business to cover