

MINUTES

Inuvik District Education Authority
Regular Administrative Meeting
February 2, 2016 ~ 7:00 p.m.

Chairperson: Lesa Semmler

Members Present: Janelle Wainman, Paul Watters, Janelle Cockney, Matthew Dares, Stephanie Crocker, Lesa Semmler, Melissa McDonald

Members Excused: None

Members Absent: None

Recorder: Matthew Dares

School Admin: Deborah Reid (Principal)

E3 Student Rep: None

BDEC: None

Media: None

Gallery: None

The following is a summary of the discussion that took place, the questions, answers and statements below are not quotes but they do accurately portray the discussion:

Legend: Q = Question, A = Answer, S = Statement

- 1.0 **Call to Order**
The Chair called the meeting to order at 7:03 p.m. and welcomed all to the meeting.
- 2.0 **Adoption of Agenda**

Moved by: Stephanie Crocker Seconded by: Melissa McDonald
"To approve the agenda as presented."
Carried
- Motion # 102:481**
- 3.0 **Declarations of Conflict of Interest or Pecuniary Interest**
None
- 4.0 **Approval of Previous Minutes**
4.1 IDEA Minutes of January 19, 2016 (on file)

Moved by: Stephanie Crocker Seconded by: Janelle Cockney
"To approve the minutes of January 19, 2016 as presented."
Carried
- Motion # 102:482**
- 5.0 **Old Business**
5.1 Review Members Suggestions for use of Bussing Monies
More work to be done to propose a possible structure for how to run the program.
- Action # Feb001** Stephanie Crocker to work on initial questions for survey and pass along original plan she brought to the ~~meeting~~ from several years ago.
- Action # Feb002** Deborah Reid to provide numbers on costs for the current breakfast programs.
Aber. Student Achievement (ASA) mtg.
- 5.2 Review of Draft 2016/17 School Year Calendars (on file)
Discussed at length, no immediate action items.

- 5.3 Review of Members Suggestions for IDEA Solicitation Letter Template On Behalf of School Fundraising Needs
Discussed. Next steps TBD.
- Action # Feb003** Deborah Reid to prepare a list for possible contributors of those who already donate heavily.
- Action # Feb004** Each IDEA member to take some letters where they have a possible connection and submit the request.
- Action # Feb005** Stephanie Crocker to draft generic solicitation letter
- 5.4 Review of Members Suggestions for IDEA Local Programming Project Report Template (on file)
Presented, discussed and approved.
- Action # Feb006** Camilla Verbonac, (IDEA EA) to forward a copy of the approved IDEA local programming project report template to Deborah Reid.
- 6.0 **Review for IDEA February Regular General Meeting**
- 6.1 IDEA Financial Report to January 31, 2016 (on file)
Deferred to Wednesday lunch meeting
- 6.2 Proposal Submissions (on file)
Deferred to Wednesday lunch meeting
- 7.0 **Delegations, Presentations, Petitions**
None
- 8.0 **In-Camera**
- Motion # 102:483** Moved by: Stephanie Crocker Seconded by: Janelle Cockney
"To enter In-Camera at 8:32 p.m."
Carried
- Motion # 102:484** Moved by: Janelle Cockney Seconded by: Paul Watters
"To leave In-Camera at 8:56 p.m."
Carried
- 9.0 **Date & Time of up-coming Meetings/Events**
• IDEA Regular General Meeting: Tuesday, February 16, 2016 ~ 7:00 @ E3S - library
- 10.0 **Adjournment**
- Motion # 102:485** Moved by: Janelle Cockney
"To adjourn the meeting at 8:57 p.m."

ACTION ITEMS

- Action # Jan002** Deborah Reid to update E3 website with IDEA contact information **completed**
- Action # Jan003** Camilla Verbonac to forward members a copy of the IDEA local programming project report form for review **completed**
- Action # Jan004** Deborah Reid to forward 2016-17draft calendars and staffing ideas to the IDEA for review. **completed**
- Action # Jan005** Lorne Guy to forward school sports fundraising solicitation letter template to the IDEA for review by the Board for an IDEA letter writing campaign. **completed**
- Action # Jan006** Directors to submit ideas for bussing monies into the office of the IDEA prior to the Feb. 2nd regular administrative meeting. **completed**
- Action # Feb001** Stephanie Crocker to work on initial questions for survey and pass along original plan she brought to the meeting from several years ago.
- Action # Feb002** Deborah Reid to provide numbers on costs for the current breakfast programs.

Action # Feb003

Deborah Reid to prepare a list for possible contributors of those who already donate heavily.

Action # Feb004

Each IDEA member to take some letters where they have a possible connection and submit the request.

Action # Feb005

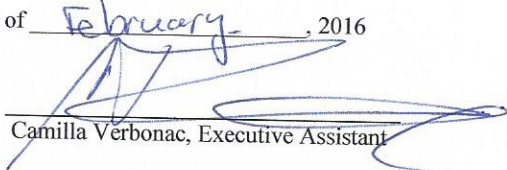
Stephanie Crocker to draft generic solicitation letter

Action # Feb006

Camilla Verbonac, (IDEA EA) to forward a copy of the approved IDEA local programming project report template to Deborah Reid.

Approved this 16 day of February, 2016


Lesa Semmler, Inuvik D.E.A. Chairperson


Camilla Verbonac, Executive Assistant