

EILS BOARD MEETING: JANUARY 14, 2025

ELK ISLAND LOGOS SOCIETY

AGENDA – JANUARY 2025



1. Welcome/Prayer and Introductions
2. Approval of the Agenda
3. Standing Items
 - A. President's Report
 - B. Consent Agenda
 1. Highlights
 2. Treasurer Report Details
 - C. Brentwood School Report
 1. Chapel Request
4. Business Arising
 - A. Document Review and Refresh
 1. Master Calendar
 2. Will have a bunch for next meeting
 - B. Membership / Suggested Donations
 1. 10 members
 - C. Fundraising Discussion
 1. Little Ceasars' report / future.
 2. Other Fundraising
 3. Silent Auction
 - D. Merchandise
 - E. Easter Chapel
 - F. Need for More Directors / Help with Focus Areas
 1. Prayer
 2. Teacher Care
 3. Communication
5. New Business
6. Closing Prayer / Adjournment

Next Meeting – Tuesday, March 11th, 2025 BWD



MINUTES OF THE ELK ISLAND LOGOS SOCIETY BOARD MEETING

Tuesday, November 5, 2024 – 7:00 p.m. at Brentwood Elementary

ATTENDEES: Michael Schnell (President), Greg Richard (Vice President), Theresa Mackenzie (Secretary), Mark Nahnybida (Treasurer), Randy Bouwers (Professional Learning Director), Lindsay Krieger (Fundraising), Kristen Mast (SWH School Rep), Mrs. Cherum Orr (Brentwood Elementary Acting Principal), Mary-Alice Nagy (Parent), Dan Hein (Parent)

1. The meeting was called to order at 7:05 p.m. by Michael who welcomed all present. Michael opened the meeting with an opening prayer.
2. Approval the Agenda. No additions or changes. Agenda adopted as presented.
 - A. At the outset of the meeting, the quorum, a simple majority of the members of the board, was present and that quorum was maintained throughout the meeting.
3. Standing Items:
 - a. Consent Agenda
 1. Highlights – Consent agenda is posted and was reviewed by all
 - b. President's Report
 - Discussion about relationships between Logos Executive and EIPS School Administration and EIPS Central Office – positive relationship building continues.
 - EIPS planning on re-branding also, Chris Reed will begin looking at Student Handbook now also
 - c. Vice President's Report
 - VP has re-engaged with Pastor at Heartland Alliance
 - d. Treasurer's Report
 - Credit Card Fee discussion – Tabled- Mark and Michael need to sort out some details, then will update

- e. Brentwood School Report
 - Position needs to be filled

- f. Sherwood Heights School Report
 - 2 new hires at SWH
 - Lunch time club has started – Ethan from Trinity Baptist is helping, reaching out to other churches to assist also.

4. Business Arising

A. Social Media Coordinator

- Separate Roles from Directors
- Job Description that can be applied to the role – Social Media

Motion: Greg moved to adopt the Social Media Job Description, no discussion, all in favor, passed.

-Social Media created as a Role, not a Director, possibly Amy and Shelby, Mark will talk to Amy, Kristen will talk to Shelby.

B. Document Review and Refresh

1. Adoption of Program Description

Role of the Elk Island Logos Society Document:

- Discussion of EILS Role
- Michael has created document, it was approved by EIPS Central Office, Advisory and Governance and Fundraising (development), Document outlines our role
- Michael read the Role of the Elk Island Logos Society Document aloud.
- Discussion:
- ACTION: We will put on our website, along with plainer language description
- Cherum confirmed we could put on BWD School Website, Logos Section
- Kristen will reach out to SWH to add to their website, Logos Section
- As we rebuild, clarifying our role

Motion: Randy Bouwers made a motion to accept the Role of the Elk Island Logos Society Document, seconded by Greg Richard, all in favor, carried.

Program Description Document

Motion: Mark Nahnybida made a motion to adopt Program Description as presented, seconded by Randy Bouwers, all in favor, carried.

2. Adoption of Job Descriptions
 - No changes in job descriptions, have been reviewed, no changes required
 3. Next Steps – Family Handbook, MoU
 - Michael is working with Chris Reed on the Student Handbook, process will be updated as it progresses
- C. Membership/Suggested Donation
- Update since President report in October – since then one more membership and one more suggested donation
 - Discussion: At Nov 27/28 Parent Teacher Interviews at BWD, does Logos Society want to set up a table and bring membership forms?
 - Membership committee: Tabled
- D. Fundraising Discussion
1. Little Caesars – timing/rewards, hoping to start in November, discussion about pickup location, details, having it ready for Parent Teacher Interview Table at BWD Nov 27/28, Cherum confirmed it can be sent out to whole school community.
Action: Lindsay will get it going, hope for Mid December finish date
 2. Silent Auction
 - silent auction money is 100% pure profit
 - Maybe at AGM time, Tabled.
- E. ACSI
- Logos Society has signed up to be a member again, Micheal has declined to attend the ACSI conference
- F. Merchandise
- Mark will be getting it from Kindra
 - Discussion about having it available on Nov 27/28 BWD Interview Table
- G. Halloween Alternative Reflections
- Successful Event
 - Do we keep going to Celebration each year? Ongoing discussion.
- H. Need for More Directors/Help with Focus Areas
1. Prayer
 2. Teacher Care
 3. Communication

5. New Business

A. Open House

B. -January 28

-EIPS is doing Open House again

-Looking at similar format to last year – 4:30-6:30

-Table at front of school or specific timed session – Cherum suggested to do both

-SWH will attend the BWD Open House also

-Advertising – EIPS will send out info to all EIPS families, social media

-Greg would like to put up posters around the community, cost approx. \$350 on 4 main roads of Sherwood Park – within the budget so consensus was to approve.

Kindergarten Info Night – can incorporate Logos Society into Kindergarten info night also

C. Brentwood School Rep

-Desire to have Logos Society Representation at the BESC Meetings, we need to fill the Brentwood School Rep as this would fill that void.

-Logos Staff Meetings – discussion, not necessary Logos Society attends, but if teachers want to invite a representative that is great, again filling the BWD School Rep role would leave that up to the teachers/school rep on how to navigate.

D. Master Calendar

Tabled

Next Meeting – Tuesday, January 14th – Sherwood Heights Library

6. Greg closed the meeting in prayer. Greg moved to adjourn the meeting at 8:43 p.m.

MINUTES SUBMITTED BY:

SECRETARY: 

THERESA MACKENZIE

Date: _____
December 31, 2024

BOARD MEETING REPORT

VICE PRESEIDENT



Website

Reconnected with Wade at Heartland Alliance church. After a shuffle of positions and workload at Heartland he now has time to work on the Website for us. Michael has given him access to it, we confirmed at the beginning of January that he has access and will start working on it right away.

Chapels

Mrs. Cunha reached out and Brentwood would like to see if we can find a church to do the Chapel for them for March 18th. They would also like to know if we are planning on doing an Easter Chapel as well.

Information Night/ Open House

After a meeting with admin at Brentwood I was notified that the school is not having a full open house. They are going to be doing just the information house/ open house for the Logos program. It is still going to be January 28th from 6:00pm to 7:00pm.

Structure of the Evening.

- Brentwood Admin talk about the program
- Probably have Mrs. Cunha and then Mr. Radersma speak about the program
- Sherwood Heights will have 2-3 people there to talk about the program at the Junior High Level
- Somebody from the board will speak

Have signs made will need to get them printed ASAP for advertising in the Churches and getting the road signs made.

Advertised at Central Baptist on January 12th.

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BOARD MEETING REPORT

TREASURER REPORT



Current Financial State

There is \$ in the LOGOS BMO bank account as of January 2025.

The most up to date balance sheet and profit/loss reports are loaded into the Officers Share Point folder, Financials folder. I have provided the links below to each report.

Balance Sheet report

Profit and Loss report

There is approximately \$250.00 in expenses that will be coming due in the next week (Bless the staff, BWD classroom supplies, bank fees)

To Date: SWH has not spent any money for their school driven funding budget

Suggested Donation

As of January, 2025 there has been \$given. Praise God!

Merch update

All of the Merch is now in a bin at our house.

At the November 28/29 parent teacher interviews at BWD we sold one sweater.

I think we should bring the Merch to the open house on January 28th and offer it at a discount to sell off as much as we can. I think having an online store is not worth the effort for the money we would bring in for Logos.

How to fill out an Expense Form

I have made a how to document regarding the expense form. The file is located in the Executive Share Point Folder, titled EILS Expense.

I have provided a link to the form.

[How to fill out an Expense form.docx](#)



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BOARD MEETING REPORT

SWH SCHOOL REP REPORT



Note: I will be away from Jan 9-31

School Council Meeting

Attended Nov 19, 2024. Talked with Mr. Sandhu about including Little Caesars fundraiser info in the school newsletter (done). Assurance review done in December, when results are available it will be posted on the school website and included in the school newsletter. Next meeting Jan 21 (I am unable to attend).

Chapel/Clubs

Next club Jan 21. I am still looking for a parent volunteer for snacks, I will take care of this before I leave. Ethan Findlay continues to lead. I have been in contact with the youth leaders of Bethel Lutheran and Heartland Alliance, both plan to support Ethan in the new year.

Other

I am planning ahead for a farewell for our Grade 9 students. Last year we gave Case for a Creator: Student Edition. This is \$21 per book; I have not bought them yet (no holiday deals). Any other ideas, book or otherwise?

Feb 11: SWH Open House

We have permission to have a Logos table at this event.

BOARD MEETING REPORT

FUNDRAISING REPORT

Little Caesars Fundraising

Our Little Caesars fundraiser is now completed! The fundraiser generated \$690 in sales (115 pizza kits sold!) plus a bonus of \$25.00 for a total of \$715.00. There was a little mix up with the closing date. In addition, someone did not get to put their order in on time; so we sold a box of pepperoni pizza for \$31.00 pure profit, taking our total to \$746.00 from the fundraiser.

There was also a mix up in how many free boxes of pizza we received. Apparently, the two pepperoni pizza kits and crazy bread were to be offered only if we sold 250 kits. In the end, Little Caesars did honour what they had said, and did give us 2 pepperoni pizza kits. As one was sold as stated above we still have one left. As we only have 1 pizza kit to give away and Sebastian Krieger was the top seller with 26 kits sold, my recommendation is we sell the last pepperoni pizza kit for profit.

Along the way, we also received a total of \$40.00 in donations (from two separate people who indicated that they had already purchased Little Caesars this year and would rather donate).

This takes the total amount generated from the sales and donations due to the fundraiser to \$786.00. I was advised that a typical school doing this fundraiser usually does around \$1000.00 in sales. So, with all being said, I think our little program did quite well!

We had good feedback from those who came to pick up their orders. I think that we should run this fundraiser again but I believe that next time we should begin a month earlier. We should begin selling the last week of October for pick up towards the end of November.

Additional Fundraisers

I would like to propose that we look into doing another fundraiser before the Silent Auction at the end of the year.

The three that I am looking into is Purdie's chocolates (I thought we might do this around Easter) or Mom's Pantry (I thought we might do this leading up to Mother's day) or Dieleman Fundraising Sales (I thought this could also be around Easter or Mother's Day). This will have to be further discussed with you all.

Silent Auction

The other fundraiser I would like to do is a Silent Auction, towards the end of the year. My preference would be to raise awareness and start collecting items for this sooner rather than later. My thoughts are still to have this online (if we have someone with the ability to do this) so that the link can be shared and people can go on at their leisure to see if there is anything, they would like. **I think Lindsay that you might ask Darlas son (the big guy) who seems tech savy.**

Master Calendar: Logos Society

(revised: November 2024)

September

- Meeting Focus: Connecting with admin, Halloween alternative
- Communication Focus: Welcome to new program families, ask for membership/suggested donation, where to find information (website, socials)
- Events: See you at the Pole (jr. High)

October

- Meeting Focus: Fundraising
- Communication Focus:
- Events: Halloween Alternative (elementary)

November

- Meeting Focus: Open house planning, yearly document review
- Communication Focus:
- Events:

December

- No meeting
- Communication Focus:
- Events: Christmas chapels (elementary/jr high)

January

- Meeting Focus: Open House finish planning/Easter chapel/events
- Communication Focus:
- Events: Open house/information nights

February

- No meeting
- Communication Focus:
- Events:

March

- Meeting Focus: AGM/year end planning
- Communication Focus: Recruitment
- Events:

April

- No meeting
- Communication Focus:
- Events: Easter chapels (elementary/jr high)

May

- Meeting Focus: Recruitment, board member plans, succession planning
- Communication Focus: AGM/Membership
- Events:

June

- Meeting Focus: AGM
- Communication Focus:
- Events: AGM (silent auction, food truck, family fun, bottle drive)