



## **Sturgeon Heights Fundraising Association (SHFA) Meeting**

April 17, 2023

50 Hogan Rd, St. Albert, AB

---

### **Attendees:**

In-Person: Christine McMurren, Sara Townsend, Shayla McRitchie, Jolyn Hyrich, Kerri Trombley, Emily Gilbert

On-Line Attendees: Stephanie Cordova, Lisa Zureski, Melissa Knezacek, Krista Samis

**Call to Order:** 18:33

**Treaty 6 Land Acknowledgement:** 18:35– Stephanie Cordova

**Additions to Agenda:**

**Approval of Agenda:** Stephanie Cordova, Melissa Knezacek

**Approval of Minutes (March 20, 2023):**

**Administrative Report:**

Kerri

- Open House is this Thursday. Highlighting programs. Snacks, food trucks, prizes, and teachers providing info.
  - o Question was raised about SHFA having a table at this, but there were not volunteers available.
- Track and Field Wednesday May 24
- Spring Photos April 25 26
- Grade 9 Farewell Thursday June 9

**Treasurer Report:**

See financial statements, presented by Stephanie Cordova at the meeting.



### **Chair Report:**

See attached report form, presented by Sara Townsend at meeting (in the absence of Alice)

*E vote – Sara motioned to spend \$50 on refreshments for parents at Saffron Cyber Session on April 12. Approved by Jolyn and Stephanie.*

### **Hot Lunch Report:**

- Hamburger day on March 21 went well.
- Mucho Burrito was a bit less successful. Main feedback was that the portions were small, and some had undercooked rice.
- April 27 is KFC
- May 16 is Boston Pizza
- So far McDonalds has been most popular with 340 student orders and approximately \$424 in profits. Profitable but a bit disorganized. Sara to talk to St Albert McDonalds franchise owner to see if there is a way to improve this.
- Hamburger and Hot Dogs to be served at Track and Field.

### **Purchasing Report:**

Boxes of 150 burgers are no longer available, searching for the next best option.

### **Scheduling Report:**

No updates

### **Website Report:**

Website is up to date except for February Minutes and September Agenda. Jolyn will obtain the correct files from Sara and upload.

### **Fundraising Report:**

See attached report form, presented by Sara.

### **Old Business:**

NA



**New Business:**

- Teacher Appreciation Week (May)
  - o Break a rule day. I.e., wear a hat in class, chew gum in class. It will be clear that this fundraiser is to support teachers and school staff. Shayla and Kerri to ask kids for 'rule' suggestions. Subcommittee to be formed.
- Kona Ice Day
  - o Usually in June. Melissa to check dates for June booking.

*Sara moved to spend up to \$1100 on Kona Ice in June for yearend cold treat day. Seconded by Stephanie. All in favour. Motion carried.*

- \$200/teacher for classrooms
  - o Some teachers have been looking for clarification on what this money can be used for. It is thought to be just for materials, but clarity is needed, and changes could be made. Sara and Kerri to meet with Aaron to confirm.
- SHS T-Shirt for every student
  - o To be discussed and planned in May meeting.

**Next Meeting:** May 15, 2023

*Please note meeting will commence immediately after completion of the Parent Council Meeting and as such start time may vary by 15 minutes.*

**Meeting Adjourned:** 19:35

**Future Meeting Dates:**

June 19, 2023

\*minutes taken by Jolyn Hyrich



## Account Balances

### Sturgeon Heights School Fundraising Association

Date Range: Mar 01, 2023 to Mar 31, 2023

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
<b>Assets</b>					
3D Printers	\$2,705.32	\$0.00	\$0.00	\$0.00	\$2,705.32
Basketball Courts - South	\$6,703.43	\$0.00	\$0.00	\$0.00	\$6,703.43
Checking Account	\$19,403.93	\$909.02	\$2,840.20	-\$1,931.18	\$17,472.75
Kitchen Refurbish Fundraiser	\$454.58	\$0.00	\$0.00	\$0.00	\$454.58
Outdoor Classroom	\$20,098.11	\$0.00	\$0.00	\$0.00	\$20,098.11
<b>Total Assets</b>	<b>\$49,365.37</b>	<b>\$909.02</b>	<b>\$2,840.20</b>	<b>-\$1,931.18</b>	<b>\$47,434.19</b>
<b>Liabilities</b>					
Shareholder Loan	\$26,166.19	\$0.00	\$0.00	\$0.00	\$26,166.19
<b>Total Liabilities</b>	<b>\$26,166.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,166.19</b>
<b>Equity</b>					
<b>Total Equity</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Income</b>					
Hot Lunch		\$0.00	\$909.02	\$909.02	
<b>Total Income</b>		<b>\$0.00</b>	<b>\$909.02</b>	<b>\$909.02</b>	



<b>Expenses</b>			
Equipment/Non-Consumable Supplies	\$141.40	\$0.00	\$141.40
Hot Lunch Expenses	\$735.79	\$0.00	\$735.79
Oasis Health Snacks	\$217.07	\$0.00	\$217.07
School Dance	\$1,004.85	\$0.00	\$1,004.85
School Events (Not Fundraising)	\$741.09	\$0.00	\$741.09
<b>Total Expenses</b>	<b>\$2,840.20</b>	<b>\$0.00</b>	<b>\$2,840.20</b>
<b>Total for all accounts</b>	<b>\$3,749.22</b>	<b>\$3,749.22</b>	



## Cash Flow

### Sturgeon Heights School Fundraising Association

Date Range: Mar 01, 2023 to Mar 31, 2023

CASH INFLOW AND OUTFLOW	Mar 01, 2023 to Mar 31, 2023
<b>Operating Activities</b>	
<b>Sales</b>	
Hot Lunch	\$909.02
<b>Total Sales</b>	<b>\$909.02</b>
<b>Purchases</b>	
Equipment/Non-Consumable Supplies	-\$141.40
Hot Lunch Expenses	-\$735.79
Oasis Health Snacks	-\$217.07
School Dance	-\$1,004.85
School Events (Not Fundraising)	-\$741.09
<b>Total Purchases</b>	<b>-\$2,840.20</b>
<b>Inventory</b>	
<b>Payroll</b>	
<b>Sales Taxes</b>	
<b>Other</b>	
<b>Net Cash from Operating Activities</b>	<b>-\$1,931.18</b>



<b>Investing Activities</b>	
Property, Plant, Equipment	
Other	
<b>Net Cash from Investing Activities</b>	<b>\$0.00</b>

<b>Financing Activities</b>	
Loans and Lines of Credit	
Owners and Shareholders	
Other	
<b>Net Cash from Financing Activities</b>	<b>\$0.00</b>

**OVERVIEW**

<b>Starting Balance</b>	
Checking Account	\$19,403.93
<b>Total Starting Balance</b>	<b>\$19,403.93</b> As of 2023-03-01
Gross Cash Inflow	\$909.02
Gross Cash Outflow	\$2,840.20
<b>Net Cash Change</b>	<b>-\$1,931.18</b>
<b>Ending Balance</b>	
Checking Account	\$17,472.75
<b>Total Ending Balance</b>	<b>\$17,472.75</b> As of 2023-03-31



## **STURGEON HEIGHTS SCHOOL FUNDRAISING COMMITTEE REPORT FORM**

**MEETING DATE:** 2023-04-17

**POSITION REPORTING:** Chairperson

**UPDATE REPORT:**

(List events/actions taken since last meeting. Outcomes from events/actions.)

Nothing new to report.

Still waiting to hear back from Society's regarding the annual filings.

**MOTION REQUEST:**

Click or tap here to enter text.





## STURGEON HEIGHTS SCHOOL FUNDRAISING COMMITTEE REPORT FORM

**MEETING DATE:** 2023-04-17

**POSITION REPORTING:** Fundraising

**UPDATE REPORT:**

(List events/actions taken since last meeting. Outcomes from events/actions.)

We finished the DFS fundraiser.

Total order: \$978.00

Profit: \$401.84

Shipping: -\$37.90

Gst: -\$21.29

Cheq amount: \$342.65

No new fundraising external events happening for the rest of the year as per discussion.

Next: Track and Field event.

**MOTION REQUEST:**

Click or tap here to enter text.