



## Sturgeon Heights Fundraising Association (SHFA) Meeting

February 27, 2023

50 Hogan Rd, St. Albert, AB

---

### Attendees:

In-Person: Aaron Chute, Trish Murray- Elliott, Adrianna DeLuca, Shayla McRitchie, Chair - Alice Funk, Crystal Belanger, Melissa Knezacek, Sara Townsend, Alan Monk

On-Line Attendees: Cheryl Reiter, Krista Samis

**Call to Order:** 18:45

**Treaty 6 Land Acknowledgement:** 18:45– Cheryl Reiter

**Additions to Agenda:**

**Approval of Agenda:** Crystal Belanger, Sara Townsend

**Approval of Minutes (January 23, 2023):** Sara Townsend, Melissa Knezacek

### Administrative Report:

Aaron

- Thank You to SHSFA for the involvement in organizing the school frosty formal
- Looking to outfit another outdoor classroom, Aaron will have and ask to SHSFA

Adriana

- Thank you to SHSFA for the kitchen supplies for the foods room

### Treasurer Report:

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

Action Item: Next Board Meeting will include a focused discussion of the schools' short term and long-term financial needs. We need to establish targets and goals.

### Chair Report:

See attached report form, presented by Alice Funk at meeting

- Bylaws were resent and Alice got proof of filing
- We are still in search of a Treasurer and Fundraising Coordinator



- **E-Vote – Crystal Motioned** – Proceeds from leftover concession items from the dance to be sold at the school valentine bake sale, proceeds to be donated to the Humane Society (Sara, Melissa, Jolyn voted)
- **E-Vote – Melissa Motioned** – to buy 5 lids for the pans we bought (\$14/each) and a 6 pack of 13qt bins for \$20 (Sara, Krista, Stephanie, Crystal and Lisa voted)

#### **Hot Lunch Report:**

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

#### **Purchasing Report:**

Krista reported new budget for Oasis is going well, updated on Pancake Day shopping

#### **Scheduling Report:**

No updates

#### **Website Report:**

No update, committee confirmed website is up to date

#### **Fundraising Report:**

See attached report form, presented by Alice Funk at meeting

#### **Old Business:**

NA

**Next Meeting:** April 17, 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:** 19:13

#### **Future Meeting Dates:**

May 15, 2023

June 19, 2023



\*minutes taken by Sara Townsend

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

**MEETING DATE:** February 27, 2023

**POSITION REPORTING:** Treasurer (Stephanie C.)

**UPDATE REPORT:**

**Current Bank Balance:** \$19,891.94 as of Feb 27, 2023. (\$18,077.02 - Jan 17 to compare)

All bank reconciliation is complete up to January 31, 2023.

Financial reports (cash flow and account balances) are up to date in the SHSFA Google Drive for each month in the 2022/2023 school year.

Net difference since the last report: \$3662.27



## STURGEON HEIGHTS SCHOOL FUNDRAISING COMMITTEE

### REPORT FORM

**MEETING DATE:** 2/27/23

**POSITION REPORTING:** Chairperson

**UPDATE REPORT:**

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

Bylaws were resent in with signature list - needed to make one more adjustment as per her email.

NEW OPTION FOR FUNDRAISING

<https://www.dfscanada.com/fundraising-programs/spring/>

Commissions are 40-42%

<https://www.dfscanada.com/wp-content/uploads/2022/08/FAQ-for-committee-meetings.pdf>

We can do a hybrid version with catalogues and they order online, or all online.

FUNDRAISIGN SURVEY

Survey to send out to parents regarding fundraising ideas. Let me know if I should change anything.

<https://www.surveymonkey.com/r/SHSFAsurvey>

**MOTIONS REQUEST:**

Motion to go ahead with the DFS Canada fundraiser.



## STURGEON HEIGHTS SCHOOL FUNDRAISING COMMITTEE

### REPORT FORM

**MEETING DATE:** 2/27/23

**POSITION REPORTING:** Hot Lunch Coordinator

#### UPDATE REPORT:

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

Jan 26 Boston Pizza:

- 318 students ordered.
- \$376.50 Net Profit.
- Golden Tickets (pizza gift certificates) were a lot of fun!
- The order was very organized and we were really impressed with Boston Pizza.
- Donated extras for kids without a lunch

Feb 7 Popcorn:

- 248 students ordered.
- \$217.38 Net Profit.

Feb 15 Hot Dog Day:

- 300 students ordered.
- \$513.51 Net Profit.
- Crystal B had a great idea to make our own "golden ticket" and we were able to treat 20 kids to a free cookie. I would love to continue this idea with our future Hot Dog/Hamburger days.

Feb 23 McDonald's:

- 340 students ordered.
- \$424.50 Net Profit.
- Some orders missing/disorganized but the restaurant delivered the missing items efficiently and were apologetic for the errors.
- Donated many extras for kids without a lunch.

UPCOMING:

MARCH 1 - POPCORN  
MARCH 7 - NITZA'S PIZZA  
MARCH 21 - HAMBURGER DAY (SHSFA)

#### MOTIONS REQUEST: