**STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION**

**AGM Agenda**

**September 18st, 2016**

1. **Meeting called to order**
2. **Welcome and Introductions**
3. **Minutes—Who will record?**
4. **Additions to agenda**
5. **Approval of the agenda**
6. **Approval of minutes**
7. **Administrative report - Jon Konrad and Jennifer Bruinsma** 
   1. **Dry-Fit School Shirts?**
8. Roles & Requirements for Board Members
   1. Meeting Attendance
9. **Elections (Helpers in brackets)**
   1. Chairperson
   2. Vice Chairperson
   3. Secretary
   4. Treasurer
   5. Scheduler
   6. Snack Shop Shopper
   7. Hot Lunch coordinators
   8. Fundraising coordinators
   9. Website coordinator
10. **Treasurer Report- Tim Van Bruggen**

**-** Please see the attached “PFA year end 2016” document

1. **Snack Shop Shopping** 
   1. Proposed Dates
      1. Hotdogs, Hamburger & Pizza days?
      2. Popcorn (second and 4th Tuesday?)
   2. Milk Ordering
   3. Pricing
   4. Halloween cookies/donuts this year? Cost?
2. **Hot Lunch Report**
   1. Thursday Oct 19th- taste of Ukraine
   2. Thursday November 23rd—Mr Sub
   3. Thursday December 14th- Edo
   4. Kernels Popcorn fund raiser
3. **Scheduling Report- Karen Whitney**
   1. September Sign up OUT and FULL
   2. Everyone needs their criminal record check before working
4. **Website Coordinator Report – Tina Moreau**
5. **Fundraising Report –Christine Toner**
   1. **What we have done in the past**
      1. Boston Pizza receipts
      2. SUTP books- in progress
      3. Flowers/plants (spring baskets/poinsettias)
      4. Movie Night (possible date)
      5. Track Meet (possible dates)
      6. Purdys Chocolate (Christmas Easter)
      7. Suggestions to bring to next meeting
6. **Old Business**
   * 1. Grant—waiting approval. November Deadline. FULL cost thus far.
7. **New Business**
   1. Snack Shop Coupons
   2. Snack shop items/prices (new? Vs Changes)- Notification to Parents (news letter/flyer)
   3. Bulletin Board
   4. Student helpers (continuing?)
   5. Year in Review to be sent home to parents in October \_\_\_\_\_\_\_\_\_
   6. Monthly Volunteer draw & Hot Lunch volunteer draw—Someone to take this on\_\_\_\_\_\_\_
   7. Teacher Appreciation Lunch date to think about
   8. Power announcement and Friday email for PFA volunteers
   9. PFA insurance to be re-activated
8. **Volunteer Draw**
   1. Snack Shop-June 2016
   2. Hot Lunch- June 2016
9. **Adjournment**
   1. Meeting adjourned
   2. 2017/2018 Meeting Dates