STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION

AGENDA

April 24th, 2017

1. **Meeting called to order**
2. **Welcome and Introductions**
3. **Additions to agenda**
4. **Approval of minutes**
5. **Administrative report- Jon Konrad and Jennifer Bruinsma**
6. **Treasurer Report–Tim Van Bruggen**
	1. Balance
7. **Shoppers Report/Snack Shop - Jody Greschuk and Shauna Mccollum**
	1. Track meet shop (Jody and Pam)
	2. Burger Day- need volunteers or we will cancel- probably should cancel due to weather anyway?
	3. Snack shop closes June 14th
8. **Hot Lunch Report- Angela Baldwin**
	1. New Online Ordering Link is <http://shspfa.hotlunches.net> (Angela and I have the admin password for now). Our school Code is SHHL. PayPal being set up this week. For now we can use for Parents to order, but they would have to drop off checks or send in money still. I will know more this week when Pay pal will be up and ready to use.
	2. May –Track Meet, May 23, 24th (Mr Sub Hot lunch?)
	3. June – 16th shake, June 22nd Edo
	4. June 7- Shakes (booster juice was a suggestion)
9. **Scheduling Report- Karen Whitney**
	1. Sign up Genius for Ttrack Meet- Karen
	2. Snack shop closure June 17th
10. **Website Coordinator Report- April Silvester**
11. **Fundraising Report- Stacy Bergheim**
	1. Boston Pizza receipts
	2. NO Spring Baskets
12. **Old Business**
	1. SHS Open House feedback
	2. Mirror Demo Table- Tara Bochke
13. **New Business**
	1. Track Meet: May 23- Elementary, May 24 Junior High (rain out dates?)
		1. Burgers- no doubles and same price as last year! Hotdogs Larger and increase in Price.
		2. Pam and Jody to Shop and create Menu/foods list/signs
		3. Letter to parents with Price/Menu/foods list to go home- Jocelyne on May 12th
		4. Check BBQ tanks, extension cords- Jon Konrad
		5. Volunteer forms to be sent home, May 5th.
		6. Pre-Orders
			1. All grades to pre-order just like a regular Hot Dog (pay day of, like hot dog day. NO pre-payments)
			2. Track meet pre order sheets for class rooms (Pam?)
		7. We will Use freezers and coolers
	2. SHPFA Gazebo Project (3 Gazebos?)- Proposal
		1. Draft Phase 1-
			1. Detailed Budget (estimated labor cost, estimated equipment cost, estimated materials cost with list and names of businesses, estimated fixed cost, estimated volunteer hours, estimated donated material/equipment costs- at fair market value, total estimated project cost)
			2. Survey of the playground- where these will go- pre- land-inspection
			3. Basic lay-out: list of equipment and materials, drawings and measurements of the structures, and drawings of the school property with the Gazebo structures showing the surrounding community access.
			4. Tim- open bid to contractors- review bids, donations, blueprints, select contractors, and approve and submit for required permits.
			5. Obtaining Permits
		2. Draft Phase 2- Community awareness, participation and activation
			1. Community support and transparency and needed community documents from Municipal, surrounding community, sturgeon school division and land owner
			2. Executive summary tackle- PFA history and financial stability etc.. as outlined in email.
			3. Mission and Purpose, and SOW, Etc
			4. Objectives
			5. School and community need/benefit
			6. Time line/millstones
		3. Sub Committee with ROLES
			1. Jocelyne, Tim, Jon… we need some more!
			2. First meeting Date (TBA)
14. **Volunteer Draw**
	1. March
15. **Adjournment**
	1. Meeting adjourned