

**Sturgeon Heights Parent Fundraising Association
Meeting – Monday , November 23rd, 2015
Agenda**

1. Call to order
2. Welcome and Introductions
3. Additions to agenda
4. Approval of Minutes October 13, 2015
5. Administration Report – Jonathan Konrad
 - a.
6. Treasurer Report – Tim VanBruggen
 - a. Balance
 - b. Is it possible for volunteers to be sending receipts home with Tim's children for a quicker reimbursement payment.
7. Hot Lunch Report – Angela Baldwin
 - a. December 10th- EDO
 - b. January
 - c. February
8. Snack shop Report – Shauna McCollum and Jody Greschuk
 - a. Halloween Donut feedback
 - b. Temporary discontinuance of gluten free items (unless prepackaged from retailer and only opened by purchaser (the one who will consume it) (June aware. Message sent to parents)
 - c. Shoppers to update price list with the two new items
 - d. Milk delivery once a week (Shauna to pre-order Monday and pick up Wednesday)
 - e. Shoppers divided shopping duties per store to decrease the work load and for ease and clarity in regards to the responsibility of only approximately half the items (Division of responsibilities attached).
9. Scheduling Report – Karen Whitney
 - a. December dates review
10. Fundraising Report- Stacy Bergheim

- a. Boston Pizza receipts- ongoing
- b. Christmas Purdy's Chocolate total
- c. Poinsettias (Start date)
- d. Little Ceasars Pizza Kits (Feb-March, March 16th pick up date). Approx \$20 per kit. School gets a kickback of \$5/kit, plus money and kit bonuses depending on sales. Nameo sold 1036 kits (profit \$5180), similar profit at Bon Accord, and Morinville.

11. Website Coordinator Report- April Silvester

12. Old Business

- a. Student helpers in snack shop. Interviews done- April Silvester
- b. Insurance and Incorporation needs. We will start the process of getting insurance. This will take time. We will start first with just liability. We will vote in future on other options. Research on this being done in Collaboration with
 - Wendy Keiver Co-Interim Executive Director and Director of Client Services at Alberta School Councils' Association
 - Wendy Miller- Sturgeon Schools Trustee
 - Iva Paulik- Secretary Treasurer
 - Janice Boiko- Principal- Lloyd Sadd Insurance Brokers Ltd.
 - Society's Act of Alberta
- c. Future Expenditure Choices
 - i. Outdoor track
 - ii. Outdoor workout equipment
 - iii. Home EC room improvements
 - iv. Books in Primary classes for home reading
 - v. Music instruments for elementary grades 4-6 (moving on from recorders)
 - vi. Clearing of unsafe outdoor classroom space

13. New Business

- a. Year in Review to be sent home to parents- April
 - i. Board members to review, comment, add, change etc.. "Sturgeon Heights School Parent Fundraising Association Roles and Responsibilities Handbook". This will be attached to our insurance application.
- b. Teacher Appreciation Lunch (December 11th)
 - i. Last year
 - 'Save on' and 'Costco' platters.
 - Donated sides and desserts from parents.
 - Volunteer sign up (through sign up genius and note home).
 - Gluten free options brought in by parents.
 - Cutlery, plates and cups donated

- Center pieces donated by a PFA volunteer. SIGIS is willing to donate them this year!
- New Ideas?
- Lunch time and Volunteer times?

14. Volunteer Draw

- a. October 2015- Susan Bullock

15. Next meeting and Adjournment