

# STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION

## General Meeting Minutes

January 22, 2018

**1. Meeting called to order: 6:34pm**

**2. Attendance:**

a. Present: Christine Toner (chairing today), Allissa Fletcher, Crystal Belanger, Jaclyn Manners, Kirsten Hayes, Angela Baldwin, Jonathan Konrad, Tim Van Bruggen, Jill Samuel

b. Absent: Jocelyne Pare, Jennifer Bruinsma, Jody Greschuk (via phone)

**3. Additions to Agenda - Jaclyn to talk about potential fundraiser**

**4. Approval of minutes - Angela, Jill**

**5. Administrative report - Jon Konrad and Jennifer Bruinsma**

a. Huge thank you from all staff for the Teacher Appreciation lunch in Dec. It's a highlight for staff as everyone is able to attend at the same time.

b. Had been thinking about Shrove Tuesday Pancake Lunch and saw it's on agenda, discussed below.

c. Interviews for snack shop helpers are done, no feedback yet but it's great to see the kids prepare for their interview and gain experience.

**6. Treasurer's Report - Tim Van Bruggen**

a. Statement from Tim passed around. Statement is confusing to read, per Tim, because of a cheque for Jocelyne, for funds held by her, waiting to be cashed. Account balance good.

b. Grant is approved for \$39 519 and will be here in 8-12 weeks from approval date of Dec 21. Took a long time, but sounds like many applications turned down so we are lucky. Angela asked if Tim and Jocelyne, who held funds for the project, would charge interest, but Tim said no, there was no additional cost for him and unsure about Jocelyne.

c. Tim to submit an invoice for the landscaping/building up around the gazebos that he did, after the funding is received. When funds are received, we will move forward with purchasing picnic tables, garbage cans, and benches, which were quoted previously but will likely need a new quote. The grant is a matching grant so we need to spend the money only on the things set out in the proposal and if any extra money left they may ask for it back. We will/may need to prove we spent all the money on items in the proposal.

- d. There is an unadvertised, unofficial program where families who are having a difficult time paying for fees can access up to \$1000/yr from a group who said they would support these families. This was the first year the school has asked for money for these families struggling with Jr High option fees and after lengthy consultations with Jon Konrad, the group contributed \$323 towards these fees.

## **7. Hot Lunch Report - Angela Baldwin**

- a. Nitzas's Pizza hot lunch on Thursday. Amount of orders has increased since fall, but still not at usual numbers from when we used paper/cheque system (average about 140, at 123 for Nitzas).
- b. People are not checking the hot lunch website for signing up to help. We need to go back to Sign Up Genius. Jill will add info received from Angela to solicit volunteers.
- c. Shamrock shakes: everyone agreed to go ahead again this year and the date of Tues. March 13 was chosen.
- d. Angela will send funds from Hot Lunch website PayPal account to Tim as he has not seen any come in.

## **8. Snack Shop - Jody Greschuk**

- a. Dates have been decided for February:
  - i. Feb 6 is Kettle Chips and Dip
  - ii. Feb. 12 is Valentine's Day Donuts
  - iii. Feb 23 is precooked hamburgers
- b. Jody is looking at getting a new, more commercial style popcorn machine, but rotating snacks like Kettle Chips is a good way to add variety and interest for students. Everyone in favour of continuing with kettle chips as an option.
- c. For movie night, we will pursue buying a huge pre-popped bag of popcorn, per Jaclyn Manners from Popcorn Shoppe (see below), rather than scrambling to find a new popcorn machine and having to do a ton of small batches.

## **9. Scheduling Report - Jill Samuel**

- a. Nov and Dec volunteer draws held by Jill. Nov winner is Tannis, Dec winner is Gloria Peterson.
- b. Christine to talk to Jocelyne to see if she has an assortment of gift cards or if Christine should be grabbing them.
- c. Volunteers for snack shop: Jill has 55 people on Sign Up Genius email list, but in November there were only 10 regular people and Dec/Jan only 5 people. We need to get new volunteers and not exhaust our regular volunteers. Some snack

- shop days have been cancelled due to low volunteer rates and Christine suggests letting this happen may naturally let students/parents know there is a need for more people. Jon recommended adding a piece to the upcoming newsletter this week. Christine will draft something to give to June for this. Kirsten Hayes recommended making a FAQ so people know what snack shop is about and what volunteering entails.
- d. There was a discussion about making more visual aides about the money raised from snack shop to encourage involvement, like what has been done in the past. This can show that we are still paying for more upgrades on the gazebos (ie picnic tables, and new ventures) Christine suggests maybe we need to set a new goal, Jonathan Konrad to poll teachers to see what's needed.

## 10. Fundraising Report - Christine Toner

- a. Boston Pizza receipts are ongoing fundraiser.
- b. Money raised from Purdy's upward of \$10k. Purdy's inquired about doing an Easter chocolate fundraiser but the group agreed that this is too much so soon after the last chocolate fundraiser.
- c. A new fundraiser proposed by Jaclyn Manners: family business "The Popcorn Shoppe" near Sherwood Park has a great program selling unpopped kernels. We purchase bags for \$6 and sell for \$12 (Scouts groups sell for \$20). They come in a labelled box with Popcorn Shoppe logo and opportunity for our school name/logo. This is specialty popcorn like the mushroom pop-style. Could sell through the Hot Lunch website and could be a great way to finish raising funds for gazebo project.
- i. No minimum commitment number from the Popcorn Shoppe. Just give the staff numbers and about 10 days lead time.
  - ii. Christine proposed half funds go toward PFA and half funds raised go towards the school to be used at large. **All voted in favour of this proposal for 50/50 fundraising** and we will advertise to families that the money will go towards gazebo as well as the school needs, as fundraising \$ numbers were down from WEM Waterpark fundraiser.
  - iii. Angela suggested the samples would be a good way to get people interested, maybe staple a little bag to the order form or hand out at events/mornings.
  - iv. Christine will figure out dates for this fundraiser.
- d. Cobbs was raised as a potential passive fundraiser, Christine will inquire with setting up an account so people can mention the school name for purchases there.

## **11. Website Coordinator Report - Crystal Belanger**

- a. Crystal needs the minutes and financials for the website. Tim and Allissa to follow up with providing her this information. She will add information on the new popcorn fundraiser as it becomes available.

## **12. Old Business**

- a. Teacher's Appreciation Lunch went well! Thank you to all teachers and staff!

## **13. New Business**

- a. Shrove Tuesday Pancake Lunch: Tuesday February 13.
  - i. Donations for items down and June unable to secure sausages, so **PFA voted to provide pancake mix, syrup and sausages** (Costco has good price). School will provide plates, cutlery and juice boxes.
  - ii. Volunteers will be needed and Jill we create signup genius.
  - iii. **PFA voted to increase family donation from \$2 to \$3 to cover costs.**
  - iv. Jonathan Konrad will do a form letter to go out to families next Friday.
- b. Movie Night:
  - i. PFA decided on date of **Friday February 23 and the movie "Coco,"** which is great for all age ranges.
  - ii. April Sylvester will be coordinating volunteer list and Sign Up Genius. Jill to liase as necessary.
  - iii. Snack shop will be open with the large bags of popcorn plus Angela Baldwin will do up some candy bags.

## **14. Volunteer Draw**

- a. Jill will give the snackshop draw names to Christine, Angela will give names of board members and hot lunch volunteers to Christine.

## **15. Adjournment: 7:34 pm**