1. Meeting called to order 6:XX pm
2. Additions to agenda - Nothing
3. Approval of minutes – Approved by Tara Bochke – Seconded by Kirsten Hayes
4. Administrative Report – Jennifer Bruinsma
	1. Thank you for the Appreciation Dinner – very much appreciated by staff.
	2. Snack shop interviews went well.
	3. Administration has agreed to doing alternating years for T-shirt purchases. Next year school t-shirts would be provided to new students those students who need due to sizing. Otherwise, returning students would use their existing shirts. Administration is still looking at how cost would be addressed.
5. Treasurer Report – Christine Toner
	1. Current balance = $33,814.39 as per November/December Statement – does not include Purdy Sales.
6. Hot Lunch Report – Angela Baldwin
	1. Feedback on Nello’s – feedback was that the food was good however organization and not enough food was a concern.
	2. January – Edo Japan – January 26th
	3. February - Fatburger – February 16th
	4. March – Boston Pizza – March 23rd
7. Snack Shop Report – Jody Greschuk (via phone)
	1. Donuts were offered before Christmas – sold out. Valentine’s Day donuts are Strawberry and Chocolate scheduled for February 14th.
	2. Hot Dogs – questioned if there was a concern with using All Beef hot dogs vs Top Dogs. The Top Dogs are a mix of beef and pork however there is a significant cost difference. Decision: Use Top Dog hot dogs – communication regarding meat breakdown for those students who are interested. Start using effective this Friday (January 20th)
	3. Significant requests from students for utensils, bowls, Cheese Whiz, and condiments who are not purchasing food. Lunch Lady also does not provide cutlery. Decision: There is currently a charge for Cheese Whiz. Utensils and bowls to be provided with purchase. Additional requests are to be charged at 25 cents each. Condiments will only be provided on hot dog day. Jennifer Bruinsma will communicate to classrooms and communication will be sent by June. Jody Greschuk will make note for door.
8. Scheduling Report – Tara Bochke
	1. Pizza day in January has been cancelled due to no volunteers. Tara suggested that Pizza Day might be better 3 times per year rather than monthly.
	2. Need for more volunteers – Decision: Christine Toner to find volunteer form and forward to June which can be included in the monthly newsletter.
	3. Hot dog day – will not be doing hot dogs on Thursdays when Friday is a non-school day – no day in lieu. This should help with volunteer shortage.
9. Fundraising Report – Christine Toner
	1. Boston Pizza receipts – submitted $2679 in receipts – result in $134 (5%) for PFA
	2. Purdy’s Chocolate – approx $4200 – slightly less than last year (2015 - $4900).
	3. Look ahead – no more fundraising for the year. Confirmed that STUP and Purdy’s will be done again next year.
10. Website Coordinator Report – Tina Moreau – deferred to February meeting
11. Old Business
	1. Multi-surface sport court – Jennifer Bruinsma
		1. Went back to staff for feedback on the use of the multi-surface court. Feedback included concerns related to weather, visibility for supervision, volume of Community use. Other suggestions brought forward included Gazebo Structures, play equipment, new furniture for library, and new chairs for gym. Survey was completed.
		2. Decision: Move forward with gazebos/picnic tables, and chairs for the gym. Motion brought forward by Jocelyn Pare – Approved by Pam Ryks-Paquette and Seconded by Tara Bochke.
12. New Business
	1. Shrove Tuesday Pancake Lunch – Coordinating with PFA - scheduled for February 28th – Concerns with pancake mix used last year which refers to may contain tree nuts. Decision: Pancake Mix to be purchased from Costco with communication regarding nuts for parents to decide. Sausages, plates & cutlery, and juice boxes to be provided by School and syrup to be provided by Jocelyn Pare. Volunteers similar to last year. Order/information to be sent home regarding $2.00 donations for pancake lunch from families.
	2. Movie Night – scheduled for February 16th – Decision: Popcorn volunteers to start popping at 5:00 pm. Candy bags to be made by Angela Baldwin (150 to be available for purchase at $1 each). Movie will be Disney’s Moana. April Sylvester to create sign up, station list, and letter to Parents.
13. Volunteer Draw
	1. Snack Shop – November 2016 (Jody Greschuk) and December 2016 (Christy Lawrence)
	2. Board Members & Hot lunch staff – November and December – TBD
14. Next meeting is February 13th at 6:30 pm
15. Adjourned at XX pm