

# STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION

## General Meeting Minutes

March 19, 2018

**1. Meeting called to order: 6:30pm**

**2. Attendance:**

- a. Present: Jocelyne Pare, Christine Toner, Allissa Fletcher, Crystal Belanger, Jacyn Manners, Kirsten Hayes, Angela Baldwin, Jonathan Konrad, Jennifer Bruinsma, Tim Van Bruggen, Pam \_
- b. Absent: Jody Greschuk, Jill Samuel

**3. Additions to Agenda - none**

**4. Approval of minutes - Tim, Jocelyne**

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

- a. Two companies asked for quotes for gazebo benches et. One gave quote (Concrete Inc, local smaller) and one we have rough prices based on website (Burnco). The quotes/prices were passed around. Burnco seems less expensive overall.
- b. Open house is being held April 12. Does PFA want to staff a table to raise awareness? PFA members thought this was a good idea. Can print up info sheets, maybe make a poster/trifold board, have cookies. The drama production is "Sturgeon Heights Has Talent" so we could use this to promote parents having talents (ie volunteer contribution). Jocelyne will put out before spring break a "Save-the-Date" for the track meet volunteering. Crystal indicated she would like to help.
- c. Admin had conversation with staff about potential projects for PFA to fundraise for. This is a brainstorm list and does not represent a consensus or any ranking of priority:
  - i. New chairs in gym (has been voted on before but not wasn't able to be funded at the time)
  - ii. Floor covering for gym to protect floor during events. Some models attach to walls.
  - iii. Sea Can for storage outside gym.
  - iv. New instruments (has been brought up before)
  - v. New jerseys and singlets for running club and teams (this will likely be purchased even if PFA does not choose it)

- vi. Convert the shack in the rink to a woodshop for Jr High so they wouldn't have to travel to Camilla. Would need to be furnished with tools, main focus on safety.
- vii. School van (approx. 14 person style). Tim suggest Ritchie Bros Auction has good deals.
- viii. LED wall panel display in gym.
- ix. Physical outdoor sign changed to digital (Bon Accord did it for about \$10k)
- x. It was decided in the conversation that we would continue to accept staff ideas until next month and also email out to the board for further ideas. At April's meeting the group will review and likely send out a limited-time survey on Facebook and/or SurveyMonkey to seek parent input (and therefore engage parents). Jennifer Bruinsma suggested that if more than one project chose it could be complementary in either age groups(jr high, primary) or subject matter (art, science). After feedback obtained, decision to be made at May's meeting so that project/fundraising can begin in the fall. Jonathan to come up wit ballpark costs for each idea.

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

- a. Balance as of today is \$43878.
- b. Grant cheque has been deposited and Tim will be paid back any money owing to him. After costs deducted from initial matching funds, PFA will need to spend the remainder, approximately \$23760, on items propped in the grant application (benches, picnic tables, etc) within 18 months. PFA and Jonathan Konrad to do some measurements to determine what each gazebo can hold in terms of picnic bench, single bench, garbage can, flower container combinations to utilize remainder of grant monies.

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

- a. March: coming this Thursday is Boston Pizza hot lunch. Shamrock Shakes took place on March 13.
- b. April: DJ's Pizza.
- c. May: Angel decided to do Taste of Ukraine on May 10.
- d. June: EDO Japan (June 14) and Booster Juice (June 21).
- e. Angela to transfer funds after each month's payment (or every other month).

#### **8. Snack Shop - Jody Greschuk (absent), Angela Baldwin reporting**

- a. Jody said the hot dog thermal bags were all replaced due to the Shamrock Shakes spilling in them and created a moldy milk situation. No other reports. Volunteers still needed.

#### **9. Scheduling Report - Jill Samuel (absent),**

- a. Still need more volunteers.
- b. Jocelyne posted a Facebook update asking for volunteers for pizza help on Thursday.
- c. Track Meet :
  - i. Date is set as May 16/17 (rainout following week). Will try to get out track concession info ASAP after spring break.
  - ii. Christine suggest that we need to have the volunteer list filled by a certain date or concession service at Track Meet will be cancelled. Jennifer suggested setting that deadline as May 4.
  - iii. Roles/time slots to be set up on SignUp Genius by the scheduler. Will need to make sure there is a scheduled shopper so Jody doesn't end up doing all the work.
  - iv. Using "Mike 'n Ikes" again instead of candy bags. No slushies.
  - v. Jocelyne asked for more teach support and involvement by asking teachers to add items in student agendas to remind parents about this and other events. Concerned PFA will fold if not enough parent involvement.

#### **10. Fundraising Report - Christine Toner**

- a. Popcorn Shoppe fundraiser: orders are in and numbers are lower than desired. 129 bags were sold with a profit of \$774. Of those 129 bags, 55 were sold to just 5 families and only 33 forms came back. Christine is wondering if it's worth the trouble. Pam wondered why it wasn't posted on the hot lunch website and suggested this and the hamburger/hot dog snack shop days could all go on there. Angela agreed website was under-utilized. May try this fundraiser again next year. Additionally we can revisit adding track meet pre-orders on the website for next year.
- b. Boston Pizza and Cobbs fundraisers still ongoing.
- c. Christine will finish up the FAQ poster in time for the open house in April

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

- a. Crystal not able to load files from Christine onto the website, maybe a Mac vs. Windows problem. Christine will try to scan to see if that works.
- b. Let Crystal know if there is anything else to add to the website.

## **12. Old Business**

- a. Visual Thermometer: delayed until new project chosen.

## **13. New Business**

- a. Track Meet: see above under 9.c (Scheduling report)
- b. There was a discussion at the end of the meeting about volunteers. PFA needs to emphasize the need for volunteers but how? Jocelyne suggested a sticker to be placed in agenda if snack shop has closed (directing parents to website to sign up). Jennifer suggested a welcome communication to new Kindergarten and other new families to let them know about PFA. Kirsten Hayes wants to create more cohesive communication between PFA and School Council and will form a communication plan. Tim suggests asking parents you know in the school to help and/or come to the meetings, can be very effective way of getting volunteers.

## **14. Volunteer Draw**

- a. Snack shop January winner was Stephanie Wolf, February winner was Christine Toner. We will need a pool of PFA and Hot Lunch people for Jan & Feb draws. Angela to provide names.

## **15. Adjournment: 7:31 pm. Next meeting is April 16, 2018.**