

STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION

General Meeting Minutes

November 20, 2017

1. Meeting called to order: 6:30pm

2. Attendance:

a. Present: Jocelyne Pare, Allissa Fletcher, Crystal Belanger, Jacyln , Kirsten Hayes, Angela Baldwin, Jonathan Konrad, Jennifer Bruinsma, Jody Greschuk, Tim Van Bruggen, Jill Samuel, Christine Toner

b. Absent: none

3. Additions to Agenda - none

4. Approval of minutes - Jocelyne, Allissa

5. Administrative report - Jon Konrad and Jennifer Bruinsma

a. Snack shop helpers: have yet to get group together but this will hopefully happen next week after a letter is sent out.

6. Treasurer's Report - Tim Van Bruggen

a. Bank account balance as of today is 11632.07

b. Tim presented a financial report up to Oct 31. This report will be put on the website. The bank account is doing well but we are in the red due to loan held by Tim and Jocelyne.

7. Hot Lunch Report - Angela Baldwin

a. Online site has been launched, which was a lot of work. We're down in amount of orders probably due to parents not being familiar with site and not receiving paper reminders at home. To encourage more orders we'll have June send out more reminders on Friday emails, post a reminder on Facebook about the popcorn (Jocelyne) and have more paper reminders sent home while we transition to the online order site.

b. Angela suggested using this new site as an all-in-one site to host our regular website (and anything else PFA related) as she has been told it has this capability and we're already paying a high annual fee (\$350). Once Crystal becomes more familiar with current website, she'll look into the feasibility of this.

c. Prices will need to be raised to factor in the 2.9% fees from the site.

d. As many events from now until June will be added. Reminder that Dec. 6 is our first Kernels day - there are many flavor options available.

8. Snack Shop Shopping - Jody Greschuk

- a. The popcorn machine has died a slow death, but we may be able to fix it using parts from the older popcorn machine. Jody has calls into a company to replace parts but hasn't heard back and suspects they will want to sell new machine. In the meantime we'll try selling warmed kettle potato chips with a dip for something different.
- b. Health feedback: A parent was concerned about healthy choices in snack shop (and Junior High Marketplace tomorrow) but was unable to make meeting tonight to discuss. Previously, healthier options have been tried but often did not sell well. We are also limited due to shelf life, food regulations (ie no homemade items) and sellability. Many discussions have been held regarding this topic.
 - i. Reminder that snack shop should be used as an occasional treat and should not replace healthy foods sent for lunch.
 - ii. Snack shop is the biggest fundraiser for PFA.
 - iii. New ideas and feedback are always welcomed by PFA. Creating negative discourse on social media, which can be polarizing and hurtful to students and parents, should be discouraged.

9. Scheduling Report - Jill Samuel

- a. Scheduling has been going well. December is almost full. Last day of snack shop will be Dec 21, the Thursday before Christmas break.

10. Fundraising Report - Christine Toner

- a. Admazing Savings coupon book profit is currently \$3418.00.
- b. Purdy's is the current fundraiser: Christine apologies for the short selling period, she was held up by Purdy's. She has to have orders in by midnight on Nov. 26th, so orders submitted over the weekend would be okay too. Jocelyne posted this info on Facebook immediately.
 - i. Last year's order amount was \$14000, we are currently sitting at \$2200, so we are down a bit but hopefully more orders coming in soon.
 - ii. There is an online link on Facebook, each classroom has it's own login.

11. Website Coordinator Report - Crystal Belanger

- a. Crystal now has login info and is now familiarizing herself with the website.

12. Old Business

- a. Grant - still waiting and starting to get nervous as November is running out.

13. New Business

- a. Teacher Appreciation Lunch - December 8th
 - i. We're going with Nellos who will do 2 ½ trays of lasagna (\$300) for us to pick up. We'll ask for the half tray to be gluten free. We are not asking for a dairy free or vegan option from them due to other food being provided.
 - ii. Flyers will be sent home and volunteers will be called via Sign Up Genius. We'll need people to supply salads, breads, desserts, cutlery, plates, etc. A call has gone out as of Nov 21.
 - iii. Centerpieces: Crystal will call around to St. Albert Greenhouse and/or Hole's to see if they will donate poinsettia centerpieces for the tables (need 8-10 for 40-45 person attendance). Jennifer suggested holding draw at end of lunch to give away to staff.
- b. Vice chair Brittany Durell has stepped down. Jocelyne will put out a call on PFA website for someone to step forward. In the meantime if there are meetings she can't attend Christine Toner has volunteered to chair the meeting or we can cycle through board members.
- c. Jodi wanted to mention that St. Albert's Cobbs Bakery does a 5% back school program open for any customers mentioning the school's name, no receipts necessary. Also, they do bake sales and items like hotcross buns make a decent profit.

14. Volunteer Draw

- a. Snack Shop still has May & June cards to be handed out. Winners were drawn:
 - i. May: Jodi Greschuk, June: Susan Bullock, September: Jodi Greschuk, October: Tanis Gardiner.
- b. Hot Lunch names will be drawn in the next day or two. We will also include board members to honour their volunteer time.
- c. Cards sent home to winners by June handing them out to the kids.

15. Adjournment: 7:25 pm