

**STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION**

AGM Minutes - September 18, 2017

1. **Meeting called to order at 6:35pm**
2. **Welcome and Introductions**
3. **Minutes - who will Record? - Christine**
4. **Additions to agenda**
5. **Approval of Agenda -**
6. **Approval of minutes - Jamie and Tara**
7. **Administrative report**
  - Thank you for the Gazebos. They will be well used by staff, children and used for many schools events. Children are drawn to them. Thank you to Tim VanBruggen who donated his time to landscape surrounding them. The construction was well communicated and very professional.
  - We will not be doing Magazine fundraiser this year.
  - We will be having WEM Waterpark fundraiser this year in late fall. Tentative date is Dec 9, 2017 - "Save the date" All kids will be able to benefit from this event. The dated is booked exclusively for SHS. Cost of ticket is yet to be determined.
  - Dry fit shirts - New students to the school will be responsible for their cost of the shirts for this year. Group purchase will be every other year. Goal for all to wear for the Terry Fox Run as scheduled.
8. **Roles and Requirements for Board members** - reviewed by each past member.  
Documents available to review.
9. **Elections (helpers in brackets)**
  - a. **Chairperson - Jocelyn Pare**
  - b. **Vice Chairperson - Brittany Durable**
  - c. **Secretary - Allissa Fletcher**
  - d. **Treasurer - Tim VanBruggen**

- e. **Scheduler - Jill Samuel**
- f. **Snack Shop Shopper - Jody Greschuk**
- g. **Hot Lunch Coordinators - Angela Baldwin (Tara and Jamie)**
- h. **Fundraising Coordinator - Christine Toner**
- i. **Website Coordinator - Crystal Belanger**

#### **10. Treasurer Report - Tim VanBruggen**

- a. Please see attached year end 2016 report

#### **11. Snack Shop Shopping - Jody Greschuk**

- a. Prices for Drinks will be increased to \$1.50. Water will stay at \$1.00. Milk will be moving to screw top lids.
- b. Always looking for new items in snack shop. Will revisit next meeting.
- c. Proposed dates for hotdogs, hamburgers, pizza, popcorn days (second and fourth Tuesday of every month). Please see school calendar or PFA calendar for dates. Snack shop closed Dec 22, 2017 in lieu of Festive lunch.
- d. We will proceed with halloween donuts this year to be sold Oct 30, 2017

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

- a. Thursday Oct 19, 2017 - Taste of Ukraine
- b. Thursday November 23, 2017 - Mr. Su
- c. Thursday December 14, 2017 - Edo
- d. Kernels Popcorn fundraiser - options discussed, details yet to be determined.
- e. Financial payment options will be available on line - more details to come for parents through broadcast email. This will be parent run.

#### **13. Scheduling Report- Karen Whitney**

- a. Criminal record check required by all to volunteer
- b. We will continue to use sign up genius. September is full.

**14. Website Coordinator Report- Tina Moreau-** nothing to report

**15. Fundraising Report-Christine Toner**

- a. Boston Pizza receipts -We will be confirming ongoing participation
- b. Admazing Savings coupon books fundraiser -going out this week. Last day of sales will be Oct 6, 2017. \$20.00 per book
- c. Purdy's Chocolates fundraiser in November. Dates to be determined.

**16. Old Business**

- a. Grant Approval still pending

**17. New Business**

- a. Snack shop \$1.00 coupons will be available for purchase
- b. Snack shop prices adjusted as noted above. Price lists and class list to be sent out.
- c. Bulletin board - to be set up - by whom?
- d. Student helps - are we continuing - Table till October Meeting
- e. Year in Review - Letter to be sent home to parents - Table till October Meeting
- f. Monthly Volunteer draw and Board member draw -
- g. Teacher appreciation luncheon booked Dec 8, 2017
- h. Power announcement and Friday email will be sent out requesting the help of some more volunteers.
- i. PFA insurance to be reactivated

**18. Volunteer Draw**

- a. June 2016 - Draw not complete - Table till October Meeting.

**19. Adjournment - 7:35pm**

- a. Next Meeting - Oct 16, 2017

