

PFA Meeting Minutes: September 17, 2018

1. Meeting called to order @ 19:55
2. In attendance: Jocelyne, Tim, Jody, Tanis, Katie, Kris, Heather, Angela, Melissa, Crystal, Shannon and Jill
3. Melissa recorded minutes
4. Additions to the agenda: Shannon about a possible meeting time change to earlier after school, and Melissa about some gluten free snack shop options
5. Agenda approved
6. Tim approved minutes, Jill second
7. Admin report: dry fit t-shirts are white with school logo, PFA to pay for 50% of cost
8. PFA handbook gets updated, most recently done last year. Let chair know if anything needs changing under your position in the handbook
9. Elections:
 - CHAIR: Jocelyne is stepping down, Crystal is taking over
 - VICE CHAIR: ??????
 - SECRETARY: Katie
 - TREASURER: Tim, Sherry offered to help
 - SCHEDULER: Jill
 - SNACK SHOP SHOPPER: Jody
 - HOT LUNCH COORDINATOR: ???????
 - FUNDRAISING: Tanis
 - WEBSITE: Melissa

10. Treasurer Report: Tim Van Bruggen

current balance \$26,580

snack shop	revenue	\$18,327	
	cost	\$10,776	profit \$7551

fundraising	revenue	\$10,137	
	cost	\$4,750	profit \$5387

total income: \$68,000 (gov't grant included - \$39,519)
costs: \$46,048
profit: \$21,952 (net income last year)

gov't grant was	\$79,038
used	\$77,992
leftover	\$1,046

*Need to spend leftover grant money, Tim suggested buying and installing brackets to bolt the gazebo and furniture down

11. Snack Shop Shopping:
 - opening September 19, nothing new this month
 - no more pizza lunches, too difficult to organize, include with hot lunch program
 - Proposed Hotdog days: Sept. 28, Nov. 8, Dec. 14
 - Hamburger days: Oct. 19, Nov. 30
 - Popcorn days: Oct. 9, Oct. 23, Nov. 13, Nov. 27, Dec. 11
 - Donuts: Oct. 31
 - milk is being changed from paper cartons to 200ml bottle
 - only price change is milk to \$1
 - price list going to be put into newsletter
 - snack going to CASH ONLY, no more coupons. Current coupons can be used up, no new coupons being issued. Voted, passed.
 - can there be some gluten free options : burrito, Annie's GF Mac & cheese cups, jerky
12. Hot Lunch Report:
 - waiting for volunteer to fill
13. Scheduling Report: Jill
 - September and October sign ups to go out
 - everyone to have a criminal record check, new one needed every 3 years
 - need new volunteers, only have about 8, ideally 25-30 would be great!
 - can bring a little one with you to volunteer on regular snack shop days, no children allowed on the hotdog/hamburger days
 - send out note in newsletter that volunteers are needed
14. Website Coordinator Report: nothing to report
15. Fundraising Report:
 - new coordinator Tanis
 - more to report once she goes over all the options
 - possible new option is Art Cards
16. Old Business:
 - have we spent grant money? Purchasing brackets to bolt down gazebo and equipment
17. New Business:
 - no more snack shop coupons, can use up old ones til gone
 - milk price change to \$1, new price list to go in newsletter
 - student helpers to continue in snack shop, change to Grade 6 and up. The volunteers child is able to help when they are working, but please no friends
 - year in review to be sent home to parents: probably by November...need ideas for new fundraising initiatives
 - monthly volunteer snack shop and hot lunch draw. Need a volunteer to take this on
 - teacher appreciation lunch: December 7, 2018
 - request for PFA volunteers to be sent out in newsletter
 - PFA insurance: Tim pays every year, contact to be transferred to Crystal, use same insurance as school board, cost \$250-300????, Jocelyne to forward info to Tim and Shannon
 - annual return comes in the mail
18. Volunteer Draw: snack shop June 2018 - Shauna M. , no hot lunch draw for June
19. Adjournment: 20:53hrs, next meeting October 15, shorter due to digital awareness presentation planned

