

**Sturgeon Heights School  
Parent Fundraising Association**

**Meeting date:** Monday, September 28, 2020

**Attendees:** Crystal Belanger, Jill Samuel, Melissa Knezacek, Cheryl Reiter, Stephanie Cordova, Kerri Trombley, Shannon Requa

**Absentees:** Tim VanBruggen

**Call to order:** 7:33PM

**Approval of Agenda:** Moved by Cheryl Reiter, Second by Jill Samuel

**Approval of Minutes:** Tabled to next meeting (October 19)

**PFA Admin Report:** (Shannon Requa)

- Proposal of a Chromebook cart for 30 devices in grade 3 classrooms to help house, secure and charge our new technology purchase. Amazon.ca has a unit that is \$649 plus GST. The school would like to purchase that one, assemble, and assess the quality. If it's all good, there is a need for 2 additional carts.
- Proposal of a portable microphone. Costco has one for \$199 plus GST. It's plug-and-play. Would be used outside as well. Ms. Donald has one and has lent it to the school to use. It has a receipt and a warranty and Ms. Donald is willing to sell it to the school.

Last year we didn't have any large spends and Shannon would like to see some of the hard earned fundraising funds be used.

**Call for Nominations for Board Positions:**

**Nominations for Board Chair:** Crystal Belanger currently holds the position. She self-nominates to stay in the position. No opposition or other interest. All approved. Carried.

**Nominations for Board Vice-Chair:** Cheryl Reiter currently holds the position. She self-nominated to stay in the position. No opposition or other interest. All approved. Carried.

**Nominations for Secretary:** Position is currently vacant. Stephanie Cordova self-nominated. No opposition or other interest. All approved. Carried.

**Nominations for Treasurer:** Position currently held by Tim VanBruggen (absent). Nomination tabled for next meeting.

**Action:** *Crystal to discuss with Tim regarding him maintaining the position.*

**Nomination for Scheduler:** Position currently held by Jill Samuel. She self-nominated to stay in the position. No opposition or other interest. All approved. Carried.

**Nomination for Snack Shop Shopper:** Position currently held by Melissa Knezacek. She self-nominated to stay in the position. No opposition or other interest. All approved. Carried.

**Nomination for Hot Lunch Coordinator:** Position currently held by Stephanie Cordova. She self-nominated to stay in the position. No opposition or other interest. All approved. Carried.

**Nomination for Fundraising:** Position currently vacant. Melissa Knezacek self-nominated to fill the position. No opposition or other interest. All approved. Carried.

**Nomination for Website Coordinator:** Position currently held by Stephanie Cordova. She self-nominated to stay in the position. No opposition or other interest. All approved. Carried.

**Treasurer Report:** Tim absent. Crystal said the bank account balance is \$30,427.51.

- Stephanie said Paypal account has \$2900.00. Some of that may be owed back to parents who would want their fees refunded.
- **Action: Stephanie to email all parents and ask them if they want their fees returned or if they would like to donated them.**

**Fundraising:** Melissa has some great fundraising ideas, some ideas that haven't been used in our school and some that have.

- Ice Melt
- Seeds (Spring)
- Mundare Sausage
- Bacon
- Indeygo (cookies, muffins)
- Booster Juice
- Gift Cards

The school will not be selling Admazing savings books due to logistics and manpower. So PFA will sell them this year and coordinate distribution with the school. Will happen ASAP.

Gift card fundraiser will happen October 1<sup>st</sup>. We may go through hotlunches.net for the payment options to minimize handling of cash.

**Action: Stephanie to explore how that would work in the hot lunch software.**

**Action: Shannon to investigate viability of cash donations as a fundraising measure.**

**Old Business:** None

**New Business:** Discussed the viability of purchasing the Chromebook carts for Grade 3 classes.

- Moved by Cheryl Reiter to purchase 1 Chromebook cart at \$649.99 plus GST. Second by Melissa Knezacek. No opposing members. Carried.
- Moved by Stephanie Cordova to purchase a portable microphone for \$199.00 plus GST. Second by Jill Samuel. No opposing members. Carried.
- A Student approached Melissa proposing upgrades to exterior basketball hoops or nets. It is unclear so more will be discussed about this proposal at our next meeting.
- Shannon mentioned that a fundraising effort from last year, a key fob for the rear modular doors) will be coming to fruition in the coming weeks. A bill will be coming through PFA.
- In lieu of school t-shirts this year, the school will be doing a fundraiser of personalized masks. They are going to cost \$12 each or 2/\$20. The profit will be \$2 per mask.
- Kerri Trombley inquired as to the process for teachers submitting proposals for PFA funding. Teachers can write a proposal, attached supporting documents (pictures, prices, how it will be used) and submit to Crystal Belanger, Chair.
- Moved by Chair to meet October 19<sup>th</sup> at 4:30PM in person in the school gym as a trial. An online Google Meet option will also be available at the same time. This time viability will be trialed and discussed at that meeting. Carried.

**Next meeting: Monday, October 19, 2020 @ 4:30PM (SHS gym)**

**Moved by Chair to adjourn the meeting at 8:45 PM.**