

1) Call to Order

Crystal called the meeting to order at 7:42pm.

2) Agenda Additions and Approval

**Lyndsey moves to approve the agenda as circulated, Stephanie seconds. Approved.**

3) Approval of Minutes

**Jill moves to approve minutes as circulated, Tanis seconds. Approved.**

4) Admin Report

Work has ceased on the parking lot extension and will not be continued. A new manager has taken over that portfolio for the School Division for the third time and he does not intend to proceed, though Mrs. Requa will continue to advocate for parking lot expansion. At this time the division will not support an IA Shop at SHS, this is because Sturgeon Heights is second or third on the list for school modernization in the division. Our partnership with Camilla continues to utilize their IA shop, and we are looking into moving to offering IA at Camilla or an alternate location every year rather than every other year.

Mrs. Requa asked if PFA will consider subsidizing the school shirts again this year. T-shirts are not a mandatory purchase, you can contact the office if you would like to opt out.

**Tim moves to cover half the cost of the new black Sturgeon Heights t-shirts for both staff and students. Stephanie seconds. Carried.**

5) Roles and Responsibilities

Crystal presented the roles and responsibilities document.

6) Elections

Chairperson: Crystal Belanger, acclaimed unanimously

↳ Vice Chair: Cheryl Reiter, acclaimed unanimously >

Secretary: Katie Richter, acclaimed unanimously

Treasurer: Tim Van Bruggen, acclaimed unanimously

Scheduler: Jill Samuel, acclaimed unanimously  
Snack Shop Shopper: Melissa Knezacek, acclaimed  
unanimously  
Hot Lunch Coordinator: Stephanie Cordova, acclaimed  
unanimously  
Fundraising Coordinator: Tanis Gardiner, acclaimed  
unanimously  
Website Coordinator: Stephanie Cordova, acclaimed  
unanimously

7) Treasurer Report

Annual report circulated at the meeting. Not all Snack Shop receipts were submitted until this school year, so those expenses will show under this year. There seems to be an issue with the fundraising amount, so Tim will investigate the numbers and entries again. Tanis and Tim will look into the ledger together to investigate where their numbers are different.

8) Snack Shop

Melissa shared the Snack Shop Report. Food Permit will be mailed, hopefully before the end of September as the system is changing. If we do not get it before the end of Sept, we will have to close the snack shop until it is received.

Snack Shop will trial a gluten free burrito and gluten free macaroni. Crystal has received various suggestions for snack shop items as well. Snack Shop will likely trial yogurt, goldfish, Oatmeal, Fruit Cups and Made Good products first providing they can be easily sourced.

9) Hot Lunch

Stephanie Cordova presented this report. We will offer Hot Lunch to SIGIS as well this year.

Tentative upcoming Hot Lunches:

September 26: Edo

October 24: Mr Sub

November 21: DJ's Pizza

December 19: Taste of Ukraine

We would like to prebook a space to 'do' hot lunch, the conference room could be a good space for that. We will not be ordering extra food at hot lunch this year, just what is pre-ordered. We will also ask June to put the deadlines for ordering in Friday emails.

10) Scheduling Report

Jill presented the scheduling report. The first schedule has gone out, there are only 2 slots left to fill. We would like to ask June to put in her Friday email to contact Jill to be put in the circulation for PFA volunteering dates.

11) Website Coordinator Report

Melissa presented this report. The website is updated.

12) Fundraising Report

Tanis presented the report. Gift Card fundraiser is ready to go, will be circulated ASAP and will be a couple weeks long, if it goes over well we will likely do it again. Cobbs and Boston Pizza Fundraiser are ongoing all year. Tanis also already has all the Purdy's information ready to go for when it is time for circulation.

13) Old Business

New jerseys have been ordered but the receipt has not been submitted yet. New cooler bags have been purchased for PFA/Hot Lunch. Painting has begun outside the school on benches and the sign, but is not completed. Mrs. Requa will confirm with Sharon whether we have a smaller overhead tent. Propane fire pit was not purchased Spring 2019, so is tabled until Spring 2020. Tim requests that all receipts be handed in by the end of each month to keep our books up to date.

14) New Business

At the end of summer Crystal cleaned out the freezer, and after a week it already isn't closing properly because of ice build up. They will price out a new freezer for the next meeting. Crystal and Melissa intend to do weekly inventory, but Melissa can be contacted for things that run out in between. This school year, we will do popcorn days once a month rather than twice.

We then decided on PFA Burger, Hot Dog, Popcorn, Donut, etc. days for October through May.

October 8: Popcorn

October 18: Hamburger

October 30: Halloween Donuts

November 6: Hotdogs

November 8: tentative Movie night

- November 19: Popcorn
- November 29: Hamburgers
- December 4: Popcorn
- December 9: Hotdogs
- January 7: Popcorn
- January 10: Hamburgers
- January 27: Hotdogs
- February 4: Popcorn
- February 13: Valentines Donuts
- February 24: Hamburgers
- February 25: Pancake Tuesday
- March 4: Popcorn
- March 9: Hotdogs
- April 1: Popcorn
- April 3: tentative movie night
- April 8- Hamburgers
- April 22- Hotdogs
- May 5- Popcorn
- May 14- Hamburgers

\*Will set the rest of the dates once the school calendar is set.

15) Adjournment  
Crystal adjourned the meeting at 9:35pm.  
Respectfully Submitted,  
Katie Richter, Secretary SHS PFA