



## Sturgeon Heights Fundraising Association (SHFA) Meeting

January 23, 2023

50 Hogan Rd, St. Albert, AB

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### Attendees:

In-Person: Aaron Chute, Crystal Belanger, Stephanie Cordova, Trish Murray- Elliott, Sara Townsend, Lisa Zureski, Adrianna DeLuca, Chair - Alice Funk, Melissa Knezacek, Jolyn Hyrich

On-Line Attendees: Cheryl Reiter, Krista Samis

**Call to Order:** 18:52

**Treaty 6 Land Acknowledgement:** 18:52 – Trish Murray-Elliott

### Additions to Agenda:

Pancake lunch.  
Snack shop for Junior High.  
Basketball courts.  
Olaf at Frosty Formal.

**Approval of Agenda:** Crystal Belanger, Stephanie Cordova

**Approval of Minutes (November 2022):** Sara Townsend, Stephanie Cordova

### Administrative Report:

Aaron asks if the school should buy their own vending machines and stock them.

Cons:

Students leave class to get snacks  
Kids aren't eating their lunches and are eating junk food instead.

It is brought up that Junior High students have been trying to purchase leftovers on hot lunch days and there is an opportunity/need for some food sales to this group. Junior High lunch starts at 12PM, Grade 6 and under go outside during this time. 6-9 could have Snack Shop at 12. Other key notes are that healthy foods do not sell. Previously this was a large fundraiser. Vending machines start at \$6,000. Crystal will form a subcommittee for this, Aaron would like to be involve in discussion.

Adriana reports that outdoor equipment was delivered to majority of classes today.



Foods Rooms have been assessed for what is needed and there are many items needed. A list of items needed will be sent to Crystal and she will shop. The money raised at Frosty Formal is for Foods Room stocking.

Oasis: Toast and other non-individually packaged foods pose a health concern. We will use tongs for bread. Cereal dispensers will be purchased online. Weekly budget for Oasis could be increased - \$25 does not go very far. Extra money from Hot Lunch can be used for Oasis. Hot Lunch messaging will be updated to include that you can 'Donate a Lunch and support Breakfast Oasis'. We've reached out to Costco for support but a charity number is required for donations, we are a non-profit which is different.

*Melissa moved to increase the weekly Oasis budget to up to \$50 per week. Seconded by Crystal. All in favour. Motion carried.*

We received a surprise visit from public health on hamburger day in December. It was recommended that we get test strips for the bleach so that we know the concentration our cleaner. It was also reported that our hand sinks do not have adequate supplies for hand washing. Adriana to figure out if the school needs to take action or if fundraising committee does.

#### **Treasurer Report:**

Current Bank Balance: \$18,077.02 as of Jan 17, 2023.

All bank reconciliation is complete up to December 31, 2022.

Financial reports (cash flow and account balances) are up to date in the SHSFA Google Drive for each month in the 2022/2023 school year. Sent them all to Jolyn on Tuesday, Jan 17 for the website.

Financial Highlights: Compared to Sep 21-Dec 21

Net Hot lunch profits YTD\*: \$2,548.79 \$3,046.09

Net Ice Melt Profits YTD\*: \$2,063.25 \$1,494.75

Other fundraisers: NA \$4,114.50 (no-brainer, silent auction, veggies)

Net Cash Flow YTD\*: -\$3,549.47 \$9,152.76 (a lot less spending)

\*YTD = school year 2022/2023

(List events/actions taken since last meeting. Outcomes from events/actions Oasis spent \$190 in October. November 83\$ total for the week. December \$43. January 88\$

*Action Item: Next Board Meeting will include a focused discussion of the schools' short term and long-term financial needs. We need to establish targets and goals.*



### **Chair Report:**

We have received our Certificate of Amendment for New Objectives - All complete

We need to make a small change in wording on our Bylaw Amendment and send back. All PFA members at the meeting signed Bylaw amendment. Those not in attendance at meeting, need to sign, sheet will be left at Front Office.

### **Hot Lunch Report:**

Number of Hot Lunch Food Items Ordered:

Oct 6/22 Nitza's Pizza - 230 orders  
Oct 12/22 Popcorn (SHSFA) - 240 orders  
Oct 19/22 Hot Dogs (SHSFA) - 312 orders  
Nov 17/22 Subway - 249 orders  
Nov 24/22 Popcorn (SHSFA) - 265 orders  
Nov 30/22 Hamburger (SHSFA) - 274 orders  
Dec 7/22 Popcorn (SHSFA) - 276 orders  
Dec 14/22 Taste of Ukraine - 212 orders  
Jan 18/23 Hot Dogs (SHSFA) - 323 orders

Upcoming Hot Lunches:

Thurs, Jan 26 - Boston Pizza  
Thurs, Feb 7 - SHSFA Popcorn  
Wed, Feb 15 - SHSFA Hot Dogs  
Thurs, Feb 23 - Mc Donald's  
Wednesday, March 1 - SHSFA Popcorn  
Wednesday, March 8 - Nitza's Pizza  
Tuesday, March 21 SHSFA - Hamburger Day  
Wednesday, April 12 - Mucho Burrito

Donation surplus for Oct-Jan 18 totals \$217.50. This does not include the amount SHSFA contributes to the Oasis Room. Should we consider this amount as help for covering that cost or look to be used in an alternative way to help students in need of a lunch?

I am trying to adhere to the survey results from the last school year. The top priority for lunches were child's preference and cost. I have looked at several options for vendors but they can be quite expensive compared to the ones we have added. Vendors such as Subway and Nitza's are the most affordable.



Hot Lunch Donations and Profits									
Date	No. of Main Food Items Ordered	Restaurant	SHSFA Donation Cost	Family Donations	SHSFA Cost of Supplies	Event Fee (Healthy Hunger)	Sales (Including Donations)	Net Profit (Including Donations)	Donation Surplus
Oct 6/22	230	Nitza's	\$ 49.50	\$ 100.00	\$ -	\$ 1,293.40	\$ 1,654.00	\$ 311.10	\$ 50.50
Oct 12/22	240	Popcorn (SHSFA)	\$ -	\$ -	\$ 29.28	\$ 10.80	\$ 240.00	\$ 199.92	\$ -
Oct 19/22	312	Hot Dogs (SHSFA)	\$ 24.50	\$ 140.00	\$ 375.00	\$ 44.96	\$ 999.00	\$ 554.54	\$ 115.50
Nov 17/22	249	Subway	\$ 80.00	\$ 80.00	\$ -	\$ 1,514.73	\$ 1,934.75	\$ 340.02	\$ -
Nov 24/22	265	Popcorn (SHSFA)	\$ -	\$ -	\$ 32.62	\$ 11.93	\$ 253.08	\$ 208.53	\$ -
Nov 30/22	274	Hamburger (SHSFA)	\$ 45.00	\$ 95.00	\$ 656.73	\$ 62.10	\$ 1,380.00	\$ 616.17	\$ 50.00
Dec 7/22	276	Popcorn (SHSFA)	\$ -	\$ -	\$ 33.67	\$ 12.42	\$ 276.00	\$ 229.91	\$ -
Dec 14/22	212	Taste of Ukraine	\$ 75.00	\$ 55.00	\$ -	\$ 1,963.50	\$ 2,245.75	\$ 207.25	\$ (20.00)
Jan 18/23	323	Hot Dogs (SHSFA)	\$ 38.50	\$ 60.00	\$ 374.10	\$ 43.09	\$ 957.50	\$ 501.81	\$ 21.50
TOTAL:			\$ 312.50	\$ 530.00	\$ 1,501.40	\$ 4,956.93	\$ 9,940.08	\$ 3,169.25	\$ 217.50
Net Profit (excluding donation surplus):								\$	2,951.75

\*This profit does not include the contributions made to the Breakfast Bar

Melissa moved to purchase ten roasting pans and two meat thermometers. All in favour, motion carried.

### Scheduling Report:

Sara looked into hiring Olaf for the Frosty Formal from 6:30 – 7:30 at a cost of \$175.

Sara moved to hire Olaf for Frosty Formal. Seconded by Crystal. All in favour, motion carried.

Crystal to purchase glow sticks online.

Each family will get chips, water, & glow stick. Aaron approves running a snack shop. Melissa and Crystal to plan snack shop.

Dance Setup: lights need to be hung. A volunteer list will be created and distributed. DJ Quake needs access at 4PM, this is when volunteer shifts can start as well.

### Website Report:

Financials and minutes are up to date. Main page will be updated with Frosty Formal info.

### Fundraising Report:

We completed the Purdy's Christmas campaign at the beginning of December. Thank you to Melissa and all that helped sort and distribute the Chocolates to the school families.

Our fundraising goal was \$5,000 and we sold \$6,248 which gave us a profit of \$1,640.10



Do we want to do an Easter Campaign with Purdy's again? Last year was a first time and it yielded a profit of \$811.13 (sold \$3,090). If we do, it would start beginning of March as Easter is April 10th. Alice suggest a campaign selling Chocolicious and will send a survey to all parents to discover is there is a want for this.

Bottle Drive / Collections / Donations: Stephanie stopped at the local bottle station and we are apparently registered so that if someone takes their bottle in, they can leave their receipt for us as a donation.

AGLC: Stephanie has been working with AGLC to update our information. There is a subcommittee working on the Winter Dance and planning 50/50 raffle

#### Future Events:

Stephanie has suggested a Shredding Event - Spring Clean. People would pay per bag to have their items shredded. ACTION: Stephanie will look into the cost and possible profit Stephanie looked up cost and it's \$275. \$1/pound at UPS.

Food Fundraisers (sausage, pizza kits, etc.) - Concern about storage and pick up

Clothing sale.

Shamrock shakes – Board unanimously decided this was not a profitable idea

Gift card fundraisers - previously not enough is made.

Trove Tuesday Pancake Breakfast – February 21. Pancakes, syrup, fruit, sausages.

#### Old Business:

NA

**Next Meeting:** February 27, 2023

*Please note meeting will commence immediately after completion of the Parent Council Meeting and as such start time may vary by 15 minutes.*

**Meeting Adjourned:** 20:02

\*minutes taken by Jolyn Hyrich



**Future Meeting Dates:**

February 27, 2023

March 20, 2023

April 17, 2023

May 15, 2023

June 19, 2023