

**Sturgeon Heights Parent Fundraising Association
Meeting – Monday, November 23rd, 2015
Agenda**

1. Call to order – 6:35 pm

2. Welcome and Introductions

3. Additions to agenda – agenda approved by Jaime, second by Tara

4. Approval of Minutes October 13, 2015 – approved by Tara, second by Christine

5. Administration Report – Jonathan Konrad

- a. April and Jon interviewed students for snack shop helpers, everyone was invited to sign up, sign up will happen again after Christmas break
- b. Our magazine sales were significantly lower this year, it's not just our school, that is the trend everywhere

6. Treasurer Report – Tim VanBruggen

- a. **Balance - \$31641.70**
- b. **Is it possible for volunteers to be sending receipts home with Tim's children for a quicker reimbursement payment**
– this is fine, it was his busy time for work but it's slowing down now, If you send with kids, send Tim a text letting him know to look for it
- c. **Deposit slips - are missing about once every two weeks.**

7. Hot Lunch Report – Angela Baldwin

- a. December 10th - EDO
- b. January - TBD
- c. February – TBD
- d. November – Nitza's delivered for twelve noon

8. Snack shop Report – Shauna McCollum and Jody Greschuk

- a. **Halloween Donut feedback** – they sold lots, made a good profit (50 cents on the dollar), 20 doz sold first day, 12 or 13 doz sold second day, if we do it again we should do one type of donut make it easier, should we do it for Valentine's Day??
– tabled for January meeting
- b. **Temporary discontinuance of gluten free items** (unless prepackaged from retailer and only opened by purchaser (the one who will consume it) (June aware. Message sent to parents) – liability wise
- c. **Shoppers to update price list with the two new items** – munchie mix & popcorn twists

- a. **Pizza Bread** - Shauna found pizza bread at Wal-Mart, 6 for \$1, she's going to see if they are going to continue to have it - we will discuss at January meeting, for now will make a standing order at Grandin Bakery for weekly pickup
- b. **Hotdogs from Walmart** – so far it's been good
- c. **Milk delivery once a week** – would be ideal for Shauna to pre-order Monday and pick up Wednesday/Thursday, sometimes there is no milk there, weekly milk orders are best especially with winter here, no need to drive more than once a week, TGP needs two days notice for milk order
- d. **Shoppers Duties** - Shoppers divided shopping duties per store to decrease the work load and for ease and clarity in regards to the responsibility of only approximately half the items – looks great!
- e. **Health inspector was here on the 19th** - she inspected the snack shop and the foods room, we have a new Health permit for this school year
- f. **Pizza** - has been awesome

9. Scheduling Report – Karen Whitney

- a. **December dates review** – 5 dates that aren't filled

10. Fundraising Report- Stacy Bergheim

- a. **Boston Pizza receipts**- ongoing
- b. **Christmas Purdy's Chocolate total** – \$5003.46
- c. **Poinsettias (Start date)** – pickup Dec 1-18th
- d. **SUTP** - \$3524.50
- e. **YTD** - \$8527.96 – 2 fundraisers
- f. **Little Caesars Pizza Kits (Feb-March, March 16th pick up date)** - Approximately \$20 per kit, the school gets a kickback of \$5/kit, plus money and kit bonuses depending on sales, Namao sold 1036 kits (profit \$5180), similar profit at Bon Accord, and Morinville
 - i. We will set a goal, sell for a two week period,
 - ii. Kits are delivered to the school, parents come and pick up
 - iii. Delivery date will be March 16th selling will happen mid to end of February
 - iv. We set a goal they have prizes etc. Will discuss in January for a facilitator

11. Website Coordinator Report- April Silvester

12. Old Business

- a. **Student helpers in snack shop.** Interviews done- April Silvester

b. Insurance and Incorporation needs - We will start the process of getting insurance. This will take time. We will start first with just liability. We will vote in future on other options. Research on this being done in Collaboration with

- Wendy Keiver Co-Interim Executive Director and Director of Client Services at Alberta School Councils' Association
 - Wendy Miller- Sturgeon Schools Trustee
 - Iva Paulik- Secretary Treasurer
 - Janice Boiko- Principal- Lloyd Sadd Insurance Brokers Ltd.
 - Society's Act of Alberta
- Work in Progress

c. Future Expenditure Choices

- v. Outdoor track
 - vi. Outdoor workout equipment
 - vii. Home EC room improvements -
 - viii. Books in Primary classes for home reading
 - ix. Music instruments for elementary grades 4-6 (moving on from recorders)
 - x. Clearing of unsafe outdoor classroom space – to be discussed at School Council
 - xi. Big wood tables in the gym need to be replaced – About \$160/table, need 44 would buy 42, with freight about \$7500
- Vote to upgrade home ec room, all in favour
 - We will work on the list provided by Amy Sydlowski
 - Replace the ovens in the home ec room, staffroom, and snack shop
 - Tara to confirm with Amy on the list
 - Will discuss at the January meeting about purchasing tables for the school

13. New Business

- a. **Year in Review to be sent home to parents-** April
- b. **Sturgeon Heights School Parent Fundraising Association Roles and Responsibilities Handbook** - Board members to review, comment, add, change etc This will be attached to our insurance application.
– tabled for January meeting
- c. **Teacher Appreciation Lunch (December 11th)**
 - i. Last year
 - 'Save on' and 'Costco' platters
 - Donated sides and desserts from parents
 - Volunteer sign up (through sign up genius and note home)
 - Gluten free options brought in by parents
 - Cutlery, plates and cups donated
 - Center pieces donated by a PFA volunteer. SIGIS is willing to donate them this year!

- New Ideas?
- Lunch time and Volunteer times?
- Jocelyne and Karen to figure out the sign up genius for sides, desserts, cutlery, plates etc.

14. Volunteer Draw

- a. **October 2015** - Susan Bullock

15. Next meeting and Adjournment – 7:39

16. Next meeting - January 18th