

# STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION

## AGM MINUTES

September 21<sup>st</sup>, 2015

**1. Meeting called to order**

- 6:34

**2. Welcome and Introductions**

- Roundtable introductions

**3. Additions to agenda**

- No additions

**4. Approval of the agenda**

- Pam approved, Christine second

**5. Approval of minutes**

- Tara approved, Christine second

**6. Administrative report - Jon Konrad and Jennifer Bruinsma**

-startup went well, there is excitement over hamburgers in the snack shop from kids and staff

-excited about our the new dri-fit school shirts (they are black this year), prices from the supplier went up again this year for shirts, discussion to be had later in the year about continuing new shirts every year

-we are selling magazines again this year, it is a great single fundraiser, done in 3 weeks, we'll have a smaller aim this year, it will start up at the end of September

- Jon will let staff know to connect with the PFA when they are setting up groups for fundraising efforts or goodwill donations outside of our school

- SUTP sales have increased this year since other schools in the area are not selling them

- the Halloween Carnival is changing direction and will be a Country Fair this year, proceeds still go to Hair Massacure, it will be the last year of Hair Massacure for our school, we may choose to support a different charity next year, this will be decided at a later date

- the volunteers for the Country Fair are wonderful and are working really hard, they definitely could use our support

- Famoso in Namao Centre (Edmonton) is having a fundraiser day on Oct 4<sup>th</sup>, all proceeds for the day go to our Country Fair supporting Hair Massacure

## **7. Elections (Helpers in brackets)**

- a. Chairperson – Jocelyne Pare
- b. Vice Chairperson – Christine Toner
- c. Secretary – Jaime Hampson
- d. Treasurer – Tim Van Bruggen
- e. Scheduler – Karen Whitney
- f. Snack Shop Shopper 1 (and milk) – Shauna McCollum
- g. Snack Shop Shopper 2 (and milk) – Jody Greschuk
- h. Hot Lunch coordinators – Angela Baldwin (Lianne Halbert, Barb Holden, Hollie Haffie)
- i. Fundraising coordinators – Stacy Bergheim (Christine Toner)
- j. Website coordinator – April Silvester

## **8. Treasurer Report–Tim Van Bruggen**

- Please see the attached “PFA year end 2015” document

## **9. Snack Shop Shopping - Tara Bochke**

- a. Two people on the board for this role Jody and Shauna  
- they are exploring new ideas for chili and supplies etc.(Eberhart in Edmonton), to be discussed more at next meeting
- b. We have added Pizza Days and Hamburger Days in snack shop
  - i. First Hamburger Day Feedback
    1. Most students ordered cheese, we need to make more “extra hamburgers for window orders”
    2. We need to send a note to parents to send correct change
- c. Costco buns instead of Grandin bakery (need to pre-order)  
- had issues with Grandin last year, Costco buns need to be preordered as they are a seasonal item or find new supplier
- d. Milk Ordering and Monitoring Volunteer (TGP weekly pick up)  
- Shauna and Jody
- e. Popcorn Days  
- September 22<sup>nd</sup> and October 27<sup>th</sup>
- f. Hot Dog Days  
- September 25<sup>th</sup>, October 2<sup>nd</sup>, October 23<sup>rd</sup>
- g. Hamburger Days  
- October 16<sup>th</sup>, Nov 6<sup>th</sup> (last hamburger day until Spring)
- h. Pizza Days  
- October 8<sup>th</sup>
- i. Pumpkin Halloween cookies  
- Shauna will look after this, possibly \$0.75/cookie

### **10. Hot Lunch Report- Angela Baldwin**

- a. October 22 - Mr. Sub
- b. November 19<sup>th</sup> - Nitza's (pasta)
- c. December 17<sup>th</sup> - EDO
  - requested feedback from the teachers as to whether or not this is going to interfere with their class parties
- d. Hot lunch days to switch to Thursday from Wednesday
  - no issues

### **11. Scheduling Report- Karen Whitney**

- a. September Sign up filled fast
- b. October Sign up done
- c. Everyone needs their criminal record check before working

### **12. Website Coordinator Report- April Silvester**

- Reminder if you send anything out by email please send April an electronic copy for the website

### **13. Fundraising Report- Stacy Bergheim**

#### **a. Ongoing**

- i. Boston Pizza receipts (Last year profit approx \$395)
- ii. SUTP books- in progress (last year profit approx \$2668)
  - \$3200 sold already by September 21, 2015
- iii. Poinsettia (Last year profit approx \$1029)
- iv. Movie Night (Deposit was mixed with a hot dog day so unsure )
  - make sure this year we do a separate deposit
- v. Spring Baskets (Last year profit was \$475)
- vi. Track Meet (Last year's deposit was \$2505 )
- vii. Easter Purdys Chocolate ( Last year profit \$1589)
  - Stacy is looking into possibly doing this for Christmas this year
- viii. Snack shop (Open every school day ) open Oct 30<sup>th</sup>
  - open as a regular day, not hot dog day, there will be class Halloween parties that day
- ix. Overall fundraising profits higher than 2013/2014 year

- Christine and Stacy will sit down and look through all the new fundraising options and bring us a list at the October meeting

- We need to have a discussion on whether or not we think we can support selling poinsettia's and Purdy's chocolates at Christmas, is it too much?

- Christine will talk to Werblich's about when they need to know about starting the poinsetta's at the greenhouse

#### **14. Old Business**

- a. Insurance
  - in progress, we need liability only but the insurance company needs to get approval from Sturgeon School Division first
- b. Learning Garden
  - does not need funding from PFA at this time

#### **15. New Business**

- a. Snack Shop Coupons
  - sales compared to the same time last year are way down, coupon sheets will go home in the Friday envelope (September 25, 2015)
- b. Snack shop items (new?)
  - pizza days, hamburger days
- c. Bulletin Board
  - it looks good, up to date, thank you Pam and April
- d. Student helpers (continuing?)
  - April will co-ordinate the continuation of student helpers for grade 6 and up
- e. Dri-Fit Shirts
  - discussed in admin report
- f. Fundraising ideas for this year - Tabled for October meeting
  - i. Purdys chocolate at Christmas time
  - ii. Hi Tech Recycle,
  - iii. Organic Compost Sale
  - iv. Personalized Keytags
- g. Year in Review to be sent home to parents
  - April will have it done for October
- h. Monthly Volunteer draw
  - it was decided to continue on with this
- i. Teacher Appreciation Lunch date
  - tabled until October
- j. Future suggestions for expenditures
  - asking everyone to think, ask staff, put survey/questionnaire on website for parents and we will revisit in October
    - i. From past minutes we have; Outdoor track, indoor/outdoor gym equipment
    - ii. Everyone to think about (including SHS staff) future suggestions for expenditures to bring forth at next meeting.
    - iii. Please email them to [joce\\_n4@hotmail.com](mailto:joce_n4@hotmail.com)

**16. Volunteer Draw**

- a. June 2015  
- Erin Bovin

**17. Adjournment**

- a. Meeting adjourned 7:27 pm
- b. Next Meeting Date – October 13/15