**STURGEON HEIGHTS PARENT FUNDRAISING ASSOCIATION**

**AGM Agenda**

**September 18st, 2016**

1. **Meeting called to order**
2. **Welcome and Introductions**
3. **Minutes—Who will record?**
4. **Additions to agenda**
5. **Approval of the agenda**
6. **Approval of minutes**
7. **Administrative report - Jon Konrad and Jennifer Bruinsma**
	1. **Dry-Fit School Shirts?**
8. Roles & Requirements for Board Members
	1. Meeting Attendance
9. **Elections (Helpers in brackets)**
	1. Chairperson
	2. Vice Chairperson
	3. Secretary
	4. Treasurer
	5. Scheduler
	6. Snack Shop Shopper
	7. Hot Lunch coordinators
	8. Fundraising coordinators
	9. Website coordinator
10. **Treasurer Report- Tim Van Bruggen**

**-** Please see the attached “PFA year end 2016” document

1. **Snack Shop Shopping**
	1. Proposed Dates
		1. Hotdogs, Hamburger & Pizza days?
		2. Popcorn (second and 4th Tuesday?)
	2. Milk Ordering
	3. Pricing
	4. Halloween cookies/donuts this year? Cost?
2. **Hot Lunch Report**
	1. Thursday Oct 19th- taste of Ukraine
	2. Thursday November 23rd—Mr Sub
	3. Thursday December 14th- Edo
	4. Kernels Popcorn fund raiser
3. **Scheduling Report- Karen Whitney**
	1. September Sign up OUT and FULL
	2. Everyone needs their criminal record check before working
4. **Website Coordinator Report – Tina Moreau**
5. **Fundraising Report –Christine Toner**
	1. **What we have done in the past**
		1. Boston Pizza receipts
		2. SUTP books- in progress
		3. Flowers/plants (spring baskets/poinsettias)
		4. Movie Night (possible date)
		5. Track Meet (possible dates)
		6. Purdys Chocolate (Christmas Easter)
		7. Suggestions to bring to next meeting
6. **Old Business**
	* 1. Grant—waiting approval. November Deadline. FULL cost thus far.
7. **New Business**
	1. Snack Shop Coupons
	2. Snack shop items/prices (new? Vs Changes)- Notification to Parents (news letter/flyer)
	3. Bulletin Board
	4. Student helpers (continuing?)
	5. Year in Review to be sent home to parents in October \_\_\_\_\_\_\_\_\_
	6. Monthly Volunteer draw & Hot Lunch volunteer draw—Someone to take this on\_\_\_\_\_\_\_
	7. Teacher Appreciation Lunch date to think about
	8. Power announcement and Friday email for PFA volunteers
	9. PFA insurance to be re-activated
8. **Volunteer Draw**
	1. Snack Shop-June 2016
	2. Hot Lunch- June 2016
9. **Adjournment**
	1. Meeting adjourned
	2. 2017/2018 Meeting Dates