

CHRISTINA GORDON SCHOOL FUNDRAISING ASSOCIATION (CGSFA)

MEETING MINUTES; MONDAY DECEMBER 17TH, 2018

1.0 Call the meeting to order: Jen called the meeting to order at 1:30pm

Present: Chris Organ, Rick Thorne, Sara Keelan, Jen Hoilund. A separate list of parent attendees is held by the President.

Determine Voting Members: There were 2 voting members present when the meeting was called to order. Quorum was not met.

Introductions and Welcome: Jen welcomed everyone to the meeting and as there were no new attendees, introductions were not necessary.

2.0 Approval of November meeting minutes: The minutes were approved and signed by Jen and Sara

3.0 Board Position Available: Jen announced that unfortunately Britt Penrose has stepped down from the Treasurer position as she has returned to full-time work. The position will be advertised on the School and CGSFA social media along with an email from Mr. Thorne which Sara will prepare and send to him for forwarding. It is hoped that there will be a candidate interested at the next meeting in January.

4.0 Winter Feast: As approved at last months meeting, the Winter Feast is confirmed and will take place this Wednesday, 19th. 'Catered 4 You' are making a turkey dinner/vegetarian alternative for all students and staff (including ECDP & K) and will arrive at 9:30am to start preparing. The feast will be held in the gym and a sign-up has been created for volunteers to set up, serve, and clean up. Sara mentioned that we haven't promoted 'Catered 4 You' as the provider, Chris Organ said that he would do so on the school social media etc. Mr. Thorne thanked the CGSFA for making the event happen and is hopeful that in future years there may be companies interested in sponsoring it.

5.0 Hot Lunch: Jen updated that the ordering continues to do well, and she is about to advertise for volunteers for Jan-March. There was a district meeting recently regarding hot lunches and all our current vendors are approved by the APPLE program. There are a few new vendors so she will email those to see what they offer and update at a future meeting.

6.0 Fri-Yay Popcorn Dayz: Jen updated that these continue to be well supported, there have been a few issues with class order numbers and if these continue then a solution will need to be found. The volunteer sign-up for Jan – March will be out soon, there is an average of 2 popcorn days each month for the rest of the school year.

7.0 Growing Smiles Poinsettia Fundraiser: Jen advised that this was very successful, we made a profit of \$4000 which is our most successful so far. There were lots of requests to buy items when the delivery arrived, so Jen recommended that in future we order extras to be sold. After a brief

discussion it was agreed that these flower fundraisers should continue, and Jen confirmed that we are registered for the spring flowers orders too.

- 8.0 Art Cards for Kids:** Jen advised that this fundraiser was very popular, and we received great feedback from parents. We had \$1006 of sales making a profit of around \$850, however it was agreed by those present that as feedback is so positive, we should consider doing it again regardless of the profit.
- 9.0 AGLC – Casino:** Sara updated that the Casino went very smoothly, there were 2 volunteer cancellations, but replacements were available for them straight away. We received great feedback from the Casino Advisor and from volunteers about the organising of the event, we will find out in January what our final amount will be.
- 10.0 Spring Market:** As discussed at previous meetings, following the success of the Fall market Kristan Leonard proposes holding additional markets during the year – possibly Valentines and/or Spring ones. After a discussion by those present, it was agreed to start with just an additional one at first to see how well supported it is by vendors and shoppers. There is a concern that it becomes repetitive and shoppers don't come because it is the same vendors and then vendors don't want to come because they don't have the shoppers.
- 11.0 Jan-June Fundraisers:** Jen asked those present for suggestions of future fundraising ideas and the suggestion were: Spring Flowers, raffle, Asti 'date-night', online auction. The CGSFA will investigate these and welcomes all ideas brought forward for consideration.
- 12.0 Casman Skate Event Winter 2019:** Sara has found out that the Casman Centre rents out their ice for events and has spoken to the Operations Manager about the process for doing so. The ice is rented a year in advance so we would need to book now for Winter 2019 but if we do so before May 1st, we are guaranteed a date. The cost is \$100 per hour, the concession would not be open, but we are able to provide our own food and drink. It was agreed by those present that this would be a great event for the CGSFA to host and a date should be looked at and booked before the deadline.
- 12.1 Addition to the agenda:** Mr. Thorne asked to speak to the meeting to thank the CGSFA for purchasing the gym floor covering which arrived just in time for the School concerts and worked great. United Rentals helped at very short notice with the delivery and the CGSFA and School thanked them.
- He also thanked the CGSFA for purchasing the 7 Habits training that was attended by 3 school representatives, dates for sessions will be looked at in the new year.
- Mr. Thorne reminded those present that the CGSFA hosted the end of year BBQ last year and asked that it be considered again for this June.
- He is planning to speak with teachers to produce a 'wish-list' of things they consider would benefit the school and he will bring the list to a future meeting for consideration.

Mr. Thorne thanked the CGSFA and all volunteers who worked the Casino events and once we know the amount of funds we will receive, he will bring some suggestions forward of items to spend the funds on.

13.0 Future meeting date: The next meeting will take place on Monday January 21, 2019 at 6:30pm

14.0 Adjourn: Jen adjourned the meeting at 2:28pm

Approved/ Approved with changes

Sara Keelan, Secretary

Jen Hoilund, President