

CHRISTINA GORDON SCHOOL FUNDRAISING ASSOCIATION (CGSFA)

MEETING MINUTES; TUESDAY OCTOBER 16TH, 2018

1.0 Call the meeting to order: Jen called the meeting to order at 6:05pm

Present: Kristan Leonard, Rick Thorne, Sara Keelan, Jen Hoiland, Tiffany Stein, Britt Penrose. A separate list of parent attendees is held by the President.

Determine Voting Members: There were 5 voting members present when the meeting was called to order. Quorum was met.

Introductions and Welcome: Jen welcomed everyone to the meeting and asked everyone to introduce themselves.

2.0 Review and approval of the agenda: The agenda was accepted by those present with no additions.

3.0 Approval of September AGM minutes: The minutes were approved and signed by Jen and Sara

4.0 AGLC – Casino: Sara reminded those present that our casino dates have been confirmed as December 9 & 10, 2018 and confirmed that all the required paperwork has been submitted to AGLC. Sara has created a sign-up genius for volunteers which went live today, there have been 11 sign-ups already (a total of 40 is required). Mr. Thorne offered to send out an email to all parents with the sign-up link, Sara will draft this and forward it to him for distribution.

5.0 Association Insurance: Jen confirmed that the CGSFA Directors Insurance policy held with Marsh Canada has been renewed, the annual cost was \$790.

6.0 FRI-YAY Popcorn Dayz: Jen reported that the 3 popcorn days have been very successful, earning \$740, \$630 and \$649. The October 5th profit of \$630 has been dedicated to buy books for the library. Mr. Thorne mentioned that there is a need for Levelled Readers – books for grades 4-6, and for science supplies and it was agreed that future popcorn days be allocated to these.

7.0 Growing Smiles Poinsettia Fundraiser: Jen confirmed that the fundraiser has been registered and information will be sent home with students on October 22nd, orders will be due by November 15th. Delivery has been confirmed for Thursday November 29th, and volunteers will be needed to assist with unloading, distributing etc. As the Friday is a no-school day, arrangements will need to be made for collection from school during the day, Mr. Thorne confirmed that this will be possible.

8.0 Hot Lunch update: Jen gave an update of the program for this school year. The first 2 months of orders have been very strong, with sales of \$6476 (Oct) and \$4292 (Nov). The profits for these orders are \$1111 and \$757 respectively.

9.0 Art Cards for Kids: Jen updated that she has registered us for this program and all supplies have been received and issued to teachers. The artwork must be completed by October 31st in order to

be submitted to the company and samples sent back to the school. The expected timeline ensures that parents making orders should receive their cards by December 1st.

10.0 Fall Market: Kristan managed the market and she reported that the market was very successful, with positive feedback from vendors and customers. Tables cost \$50 and were offered to CG parents first, then other local businesses via word of mouth and social media. 49 tables were purchased and one was donated to Michaels Hope. The CGSFA also ran a concession which made \$167.

Britt announced that we are waiting for the School Board invoice for the delivery and installation of the flooring, but she anticipates a profit of around \$1800 for the market. Mr. Thorne confirmed that we will not have access to the borrowed flooring in the future, so we will need to consider purchasing our own. The initial quote received was \$8600 however there may be a cheaper alternative, he will update when more information is received.

Kristan asked if the markets are considered a valuable fundraiser and it was agreed that they are. She then asked that consideration be given to a Valentine and/or Spring market, which she is prepared to manage, and it was agreed by the directors that this would be discussed at a future meeting.

A parent brought up the idea of a Kids Market where children showcase and sell their homemade items, both for profit and not for profit. It was agreed that this would be a valuable event which could be extended to other schools and it was agreed to discuss this more at a future meeting.

11.0 Financial Update: Britt presented the current bank balance of \$22,340.60, \$7574 of which has been raised this school year (hot lunches, market, popcorn).

12.0 7 Habits Training: Mr. Thorne explained that as a Leader in Me school, families have an opportunity to attend '7 Habits of Highly effective Families' training at a cost to the school of \$1000 per course. This year the school can send up to 4 people to a 'train the trainer' event where they will become certified to deliver the training themselves, and Mr. Thorne requested that the CGSFA pay the \$1000 for this training.

The motion was put forward by Jen Hoiland that the Christina Gordon School Fundraising Association (CGSFA) will pay for the training course at a cost of \$1000. As Sara Keelan is one of the people who would attend the training course she recused herself from the vote. The motion was seconded by Kristan Leonard. There were no objections and the motion was carried unanimously.

13.0 Winter Feast: Jen explained that as discussed last year, Mr. Thorne & Mr. Organ would love a holiday-style meal for students and staff during the last week of December. Mr. Thorne shared their vision and it was agreed that this would be a great event. Due to food safety regulations it is impractical for food to be prepared by parents at home, and space in the school kitchens is limited, so the only way would be for food to be catered and brought in.

Jen has approached various companies for quotes and will report back at the next meeting. If the event goes ahead, Brad Karp of Country 93.3 has agreed to hold an 'on-location' broadcast from the lunch, which would include advertising for any companies involved.

14.0 Operation Education – Boston Pizza: Kristan gave the first update of \$2433 in receipts which is a great start to the year.

15.0 Future meeting date: The next meeting will take place on November 19th, 2018 at 2pm

16.0 Adjourn: Jen adjourned the meeting at 7:03pm

Approved/ Approved with changes

Sara Keelan, Secretary

Jen Hoiland, President