

## CHRISTINA GORDON SCHOOL FUNDRAISING ASSOCIATION (CGSFA)

### MEETING MINUTES; MONDAY NOVEMBER 19<sup>TH</sup>, 2018

**1.0 Call the meeting to order:** Jen called the meeting to order at 2:02pm

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

**Determine Voting Members:** There were 3 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 October meeting minutes:** The minutes were approved and signed by Jen and Sara

**4.0 Art Cards for Kids:** Jen updated that this fundraiser has been very popular. There have been many online orders of cards and gifts, the deadline for ordering is this Friday, 23<sup>rd</sup>. The expected timeline ensures that parents making orders should receive their cards by December 1<sup>st</sup>, however with the mail strike this may add a few days. We need at least \$500 profit on sales to break even, however it was agreed by those present that as feedback is so positive, we should consider doing it again regardless of the profit.

**5.0 Growing Smiles Poinsettia Fundraiser:** Jen advised that this has been very successful – we received 100 orders totalling \$10,300. Our profit will be around \$3500. Delivery has been confirmed for next Thursday, November 29<sup>th</sup>, and volunteers will be needed to assist with unloading, distributing etc. As the Friday is a no-school day, arrangements will be made for collection from school during the day, Mr. Thorne has confirmed that this will be possible.

**6.0 AGLC – Casino:** Sara updated those present that our casino dates are December 9 & 10, 2018 and confirmed that all the required paperwork has been received from AGLC. The sign-up genius for volunteers is almost full (a total of 40 is required) and there will be shift back-ups added to cover cancellations.

**7.0 AGLC – GAIN workshop** – Jen advised that the AGLC is presenting a local workshop tomorrow on the intricacies of AGLC licensing and regulations. Jen will be attending along with Cheri & Clint Evashkevich.

**8.0 Gym flooring** – Mr. Thorne advised that he has received a quote of \$8678 for a protective floor covering for the gym and requested that the CGSFA purchase this for the school. Following a short discussion by those present it was agreed that this would be a benefit to the school.

The motion was put forward by Sara Keelan that the Christina Gordon School Fundraising Association (CGSFA) pay for the flooring at a cost of \$8678. The motion was seconded by Jen Hoilund. There were no objections and the motion was carried unanimously.

**9.0 Teacher wish-list** – As the CGSFA is currently holding a substantial bank balance and we anticipate receiving around \$50,000 from the casino event, Jen asked Mr. Thorne to present a 'wish-list' for discussion and consideration at a future meeting. He agreed to do so and thanked the CGSFA for their work in raising the funds.

**10.0 Winter Feast:** Jen explained that as previously discussed, the school would like to hold a holiday-style meal for students and staff during the last week of December. Jen has approached various companies for quotes and the best is \$5775. This will include turkey, potatoes, vegetables and gravy along with a vegetarian option. Lunch will start at 11am so that the morning students can eat before going home; and will end at 1pm so that the afternoon students will eat when they arrive.

As this has previously been considered and discussed, the motion was put forward by Jen Hoilund that the Christina Gordon School Fundraising Association (CGSFA) pay for the catering at a cost of \$5775. The motion was seconded by Kristan Leonard. There were no objections and the motion was carried unanimously.

**11.0 Financial Update:** as Britt was not present this will be presented at a future meeting.

**12.0 Operation Education – Boston Pizza:** Kristan announced the updated total of \$5697 in receipts.

**13.0 Future meeting date:** The next meeting will take place on Monday December 17th, 2018 at 1:30pm

**14.0 Adjourn:** Jen adjourned the meeting at 2:56pm

Approved/ Approved with changes

Sara Keelan, Secretary

Jen Hoilund, President