

CHRISTINA GORDON SCHOOL FUNDRAISING ASSOCIATION (CGSFA)
ANNUAL GENERAL MEETING MINUTES; TUESDAY SEPTEMBER 18TH, 2018

1.0 Call the meeting to order: Leanne called the meeting to order at 6:07pm

Present: Leanne Allingham, Rick Thorne, Chris Organ, Wanda Anderson, Sara Keelan, Jen Hoilund, Tiffany Stein, Britt Penrose. A separate list of parent attendees is held by the President.

Determine Voting Members: There were 6 voting members present when the meeting was called to order. Quorum was met.

There have been two resignations submitted by Executive Directors. As stated in the notice of this AGM, the positions of President and Vice-President are vacant, and elections will take place during this meeting. The remaining executive confirmed that they are willing to continue in their position for this school year.

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

2.0 Adoption of/additions to the agenda: The agenda was accepted by those present with no additions.

3.0 Financial Report: Britt Penrose (Treasurer) gave a financial report, a copy of which is available upon request. She explained that the current bank balance of the CGSFA is \$15,949, which has been raised from various fundraising activities.

It was proposed by Leanne Allingham that the financial report be accepted as presented. This was seconded by Sara Keelan and there were no objections. The motion was carried unanimously, and the financial statement was approved and signed by Tiffany Stein and Jen Hoilund.

4.0 AGLC – Casino: Leanne reminded those present that our casino dates have been confirmed as December 9 & 10, 2018 and following today's meeting there is additional paperwork that will need to be submitted to AGLC. Sara is the Casino Chairperson and she explained the importance of the casino opportunity, it is worth around \$40,000 to clubs and associations who volunteer. Requests for volunteers for our dates will begin in October.

5.0 Association Insurance: Leanne confirmed that the CGSFA Directors Insurance policy held with Marsh Canada is due for renewal, the annual cost is expected to be approximately \$800.

6.0 Hot Lunch update: Jen gave an update of the program for this school year. Over 100 orders have been received so far, the closing date is this Friday. Because of the issues with Opa last year they have been removed as an option, leaving six restaurants.

7.0 Operation Education – Boston Pizza: Leanne explained that this fundraiser will continue this school year, original receipts handed in to school and submitted to Boston Pizza will earn us 5%.

Receipts will be accepted until July. We recently received a cheque for \$756 for receipts submitted between January and June 2018. Kristan Leonard has volunteered to take on the administration of this program.

- 8.0 FRI-YAY Popcorn Dayz:** Leanne reported that the first popcorn day will be this Friday, September 21. Due to the popularity of these days, and the substantial increase in student numbers, Leanne suggested that a second popcorn machine be purchased.

Following a brief discussion of the machine cost and the profit made from popcorn sales, Sara Keelan proposed the motion that the CGSFA purchase a new popcorn machine and this was seconded by Leanne Allingham. There were no objections and the motion was carried unanimously.

- 9.0 Growing Smiles Poinsettia Fundraiser:** Leanne confirmed that the fundraiser has been registered and information will be sent home with students in October. Delivery has been confirmed for November 29th, and volunteers will be needed to assist with unloading, distributing etc. More information will be available nearer the time.

- 10.0 Fall Market:** Sara explained that as last year, a Fall Market will take place. Kristan Leonard has volunteered to manage the market and she reported that the market is booked for October 13th from 10am to 3pm. Tables cost \$50 and were offered to CG parents first, then other local businesses via word of mouth and social media. Over 40 tables have been purchased already, with a maximum of 50 available. Mr. Thorne will arrange with the School District maintenance department for the floor covering to be laid prior to the market. It was agreed that CGSFA should run a concession as it was so successful last year.

Kristan asked whether a draw for a gift basket from vendors could be linked to donations, and as the AGLC has strict regulations regarding draws, Sara volunteered to contact them for clarification.

- 11.0 Art Cards By Kids:** A few parents have approached us asking if this fundraiser could be repeated, and after a discussion by those present, it was agreed that this would be a popular choice. Mr. Thorne expressed concern regarding timelines, however it appears that there will be enough time for teachers to work the project into their classes.

As there is an initial cost of 0.75c per student associated with this fundraiser, it was put to a vote. Sara Keelan proposed the motion that the CGSFA move forward with the Art Cards By Kids fundraiser and this was seconded by Leanne Allingham. There were no objections and the motion was carried unanimously.

- 12.0 Any other fundraising ideas:** Leanne asked those present for any ideas they may have; the following were suggested and will be investigated further: Sweet Tooth Bath & Body; Mabel's Labels; Epicure; Bottle Depot; M&M Meats.

13.0 Election of Positions:

Leanne announced that, as advised to the Executive members, effective today Leanne Allingham has resigned her position as President and Wanda Anderson has resigned her position as Vice-President. A request for volunteers to take on these roles has been made on the CGSFA and School Facebook pages and in an email to all parents from Mr. Thorne.

President: Leanne announced First Call for the President position and Jen Hoilund volunteered. Leanne announced Second Call and as there were no further volunteers Jen Hoilund was duly appointed as President by acclamation.

Vice President: Leanne announced First Call for the Vice-President position and Kristan Leonard volunteered. Leanne announced Second Call and as there were no further volunteers Kristan Leonard was duly appointed as Vice-President by acclamation.

As a result of this election, it is necessary to remove Leanne Allingham and Wanda Anderson as signing authorities on the CGSFA account with Royal Bank of Canada and add Jen Hoilund and Kristan Leonard

14.0 Future meeting date: As the majority of attendees stated that they prefer evening meetings, the next meeting will take place on October 16th, 2018 at 6pm

15.0 Adjourn: Leanne adjourned the meeting at 7:17pm

Approved/ Approved with changes

Sara Keelan, Secretary

Jen Hoilund, President