

# Fundraising Association for SouthPointe School

Meeting MINUTES-November 20, 2019



7:00 p.m. in the Learning Commons

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Jodie Robershaw (Treasurer), Kathryn Kerelchuk, Amanda Percy, Chantal Roskewich, Carol Brown (Principal), Corey Kropp (Vice Principal), Jamie Nelson, Ariane Brzoza, Candace Dealey, Zoi Vasilantonakis (Vice President), Laelia Winstone (President), Courtney Lee (Secretary)

Voting Members: 10

1. Call to Order at 7:22 p.m.
2. Introductions (2 min)-New Members to fill out membership form-Amanda Percy first meeting, fills out membership form
3. Motion to Add/Approve the Agenda-Carol Brown asks to add an addition to the agenda. Kathryn moves to add and approve the agenda, Candace seconds, passes unanimously
4. Motion to Approve the minutes of October 16, 2019-Kathryn moves to approve minutes, Jamie seconds, passes unanimously
5. Carol Brown (principal) addition: The staff participate in a “casual fund” every year where if they’d like to wear casual clothes on Fridays, they put \$20 into the fund. Each year, they vote on a charity to donate the money to. Their decision this year is to donate their fund to FASS to be used towards the Junior High Outdoor Space. We can expect a cheque by end of next week.
6. Reports (20 min)
  - a. President Report-Laelia Winstone
    - i. Banking-all banking has been signed over to the new executive board
    - ii. Insurance-Has school received insurance? Carol Brown will follow up.
    - iii. Swing update-Corey hasn’t heard back from either the playground company or Darcy regarding the harness for the swing. She will follow up with both.
    - iv. Musical instruments wheelchair accessible-update from Corey?-Same as above. Will follow up.
    - v. Newsletter-Newsletter is due the Friday after early out day each month. FASS is wanting to create a template in point form. It will include information from both FASS and School Council and we will communicate each month as to what is included. Jodie mentions we should ask those around us why they aren’t reading the newsletter and what we could do to help them read it.
    - vi. Setting up systems to execute events easier and faster-New FASS executive would like to look ahead to the end of this year as well as towards next year. Include things we learned from events so as we continue changing roles, all information will be readily accessible.
    - vii. Agenda Template-goal, dates, names, spreadsheet-We would like to nail down dates for next year so we can start planning things now. Plan for school traditions. Spend time to settle on dates. Forward thinking so we aren’t scrambling from event to event. Write down goals, dates, and names so we know who is responsible for what. We will update as we create these systems.
    - viii. Volunteer Positions-social media/advertising-We would love a positive person who can post regularly on Facebook for us. Someone to be the “face” of FASS and School Council so positive is best!
    - ix. Bylaw Changes-1 signature for bank account, agenda changes throughout meeting-tabled this item for now.
    - x. Casino-Laelia mentioned once she receives paperwork, she will get started on Casinos. Now that we have 2 year’s worth of books, we can apply to AGLC.
  - b. Vice Presidents Report-Zoi Vasilantonakis
    - i. Bottle Drive Update (Jodie)- Made \$2325 in 3-4 hours. Filled up 1.5 trailers from the bottle depot. We want to figure out lessons learned and be on top of it for next year.

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Suggestion: do it in September so we aren't battling other teams for bottle drives. Put it in June's newsletter so parents save bottles over the summer.

1. Carol Brown suggested that we could encourage parents to bring bottles on Meet the Staff Night. She mentioned it is always a high turn out so lots of people will be in and out of the school. We could have a personal trailer at the school that people can drop off before entering the school. They usually set the date as the 2<sup>nd</sup> Wednesday of the school year. Would need to contact the bottle depot for times their open if we don't have access to a personal trailer. Put this item on future agenda to be explored later.
- ii. Hot Lunch Website (Jodie)-munchalunch paperwork has been sent off. Awaiting response. They needed a vendor list and a teacher list but did not need a student list. The goal is to have the lunch website set up with all vendors uploaded for January's hot lunch date. Vendors will be easy this year as we're setting up, but next year we can add to the vendor list. We can also use this website for fundraisers, and even have a donation button.
- iii. Stawnichy's update (Jodie)- placing final order tomorrow (November 21). Double checking on numbers, but think profit is over \$3,000 mark. Younger grades have many more orders than older grades. Maybe look at this for next year and how to get info into junior high parents' hands. Fall break was in between order, 2 other teams were doing the fundraiser at the same time in the Fort. Keep these things in mind for next year. There will be a better update after the final order tomorrow.
- iv. FlipGive (Courtney)- have been updating 2 Facebook groups weekly. Have made \$450 in the 4 weeks we have been promoting. Suggestions for the weekly update: keep it weekly, no more, no less. Be clearer in the instructions for signing up as a team member.
- v. Teacher Wish-how do we execute better (Zoi)-We would like a list we can work towards. Carol mentions other schools she has seen the fundraising association gave a dollar amount to teachers and the teachers bought what they wanted and submitted receipts. Jamie Nelson suggests a grade a month. Each grade is assigned a month in the year, they collaborate on what they could use as a grade level and submit receipts based on a budget that we give them. Many in attendance liked the monthly grade level idea.
- vi. Ongoing Fundraising-Bottle drive by the end of the year. May? After May long?
- c. Treasurer Report-Jodie Robertshaw
  - i. Budget Request from School Council for December approved-during board meeting, we approved the budget.
  - ii. Financial Report-Jodie will follow up with Ryan (previous treasurer) and have a better update at the next meeting
7. Gift Certificate drawing-Jamie Nelson won OJ's certificate.
8. New Business/Agenda Add-Ons-Booster Juice fundraiser. Jamie had passed on information; we can discuss at a future meeting.
9. Next Meeting: January 15, 2020
10. Meeting Adjourned at: 8:16 p.m.

President: Laelia Winstone	President.fass@gmail.com
Vice President: Zoi Vasilitonakis	Vicepresident.fass@gmail.com
Treasurer: Jodie Robertshaw	Treasurer.fass1@gmail.com
Secretary: Courtney Lee	Secretary.fass@gmail.com