



# Southpointe School General Board Meeting

## Minutes

Nov 17, 2021

### Board Members

**President:** Laelia Winstone  
President.fass@gmail.com

**Vice President:** Amanda Osicki  
vicepresident.fass@gmail.com

**Treasurer:** Deanna Sievers  
Treasure.fass1@gmail.com

**Secretary:** Danielle Collette  
Secretary.fass@gmail.com

Attendance: Laelia Winstone (President, Amanda Osicki (Vice President), Danielle Collette (Secretary), Deanna Sievers (Treasurer), Carol Brown (Principal), Jay Robertson (Assistant Principal), Jacqueline Shotbolt (Trustee), Jamie Nelson, Alyssa Van Hecke, JR Hurley, Yuriy Kotov

Call To Order: 5:34PM				
Volunteer Positions				
Agenda Item	Update	Meeting Discussion	Action	Time
Volunteer Positions	Volunteer positions: <ul style="list-style-type: none"> <li>● Committee Leaders:</li> <li>● Bottle Drives</li> <li>● Hot Lunch Committee</li> <li>● Fundraisers</li> <li>● Marketing</li> <li>● Administrative tasks etc</li> </ul>	Still currently looking for more volunteers and ways to increase engagement from parents.	Donation Coordinator <ul style="list-style-type: none"> <li>● To help with getting donations for events such as silent auctions, teacher appreciation gifts</li> </ul>	Laelia
Memberships				
Agenda Item	Update	Meeting Discussion	Action	Time
Membership Forms	Membership forms went out to parents at the beginning of the school year. We have received 40-45 back so far (up from 0 returned last year)	Just a reminder to parents: <ul style="list-style-type: none"> <li>● In order to vote in meetings on decisions or for positions, you must have a signed membership form</li> <li>● You can volunteer as little or as much as you prefer but any little bit helps</li> <li>● Any questions or concerns can be emailed to Danielle at secretary.fass@gmail.com</li> </ul>	Make membership forms an online document so parents can send them back to us easier. - Danielle will look into getting done before the next meeting	Danielle



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Hot Lunch				
Agenda Item	Update	Meeting Discussion	Action	Time
Munch a Lunch	Upcoming hot lunch!	<ul style="list-style-type: none"> <li>● Boston Pizza!!</li> <li>● Hot lunch will be on Nov 26th (Nov 25th for Kinder B students)</li> <li>● <b>Orders must be paid for and submitted by Nov 19th</b></li> <li>● Hot lunches will be prepackaged from the restaurant and labelled per child and sorted by class also.</li> <li>● Volunteers are needed for Nov 26th to help distribute orders to the students</li> <li>● Don't forget! Teachers and other school staff can order as well - just have to sign up as a student on the website</li> <li>● Always looking for other ideas for hot lunches! (Wok Box, Mcdonalds, Subway, etc)</li> <li>● Any past refunds have been added back into Munch A Lunch as credits except for 4 students that have relocated. We will be sending cheques to them and Joanne will mail to the parents</li> <li>● Any questions or concerns can be emailed to Laelia at <a href="mailto:president.fass@gmail.com">president.fass@gmail.com</a></li> </ul>	<ul style="list-style-type: none"> <li>● So far, we have approximately the same amount of orders as last month</li> <li>● Asked for suggestions for other hot lunch ideas: McDonald's suggested but could be an issue with trying to keep the orders warm</li> <li>● Past refund cheques that hadn't been picked up have been added back into Munch A Lunch as credits - 4 students have relocated so Joanne will get addresses for them to be mailed out.</li> <li>● When teachers choose their class, they need to choose their actual class and not the office so their orders will go with their students</li> <li>● Teachers were asked to remind students (writing in agendas) for hot lunch reminders</li> <li>● Milk for Cookies From Santa - unsure if this would work because of packaging and ability to keep them cold</li> </ul>	Laelia
	Previous hot lunch (October)	<ul style="list-style-type: none"> <li>● Papa John's pizza</li> <li>● Had 18 orders for Kinder B on Oct 28</li> <li>● Had 363 orders for Oct 29</li> <li>● Total of 391 orders which was 65% of the school ordering hot lunch!</li> </ul>		Laelia



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Fundraisers				
Agenda Item	Update	Meeting Discussion	Action	Time
Bottle Drive	Bottle Drive was on October 16th!	<ul style="list-style-type: none"> <li>Special thank you to all who helped us make this bottle drive a success!</li> <li>\$3122.85 was raised</li> </ul> <p>We would also like to try another bottle drive in March or April so there will be more volunteer opportunities!</p> <ul style="list-style-type: none"> <li>Perfect time for those Spring cleaning their garages!</li> </ul>	We hope to be using Beverly Bottle Depot for our next bottle drive to see what the difference would be in monies raised	Laelia
Current Fundraiser	Stawnichy's! Just in time for Christmas orders!!	<ul style="list-style-type: none"> <li>Order deadline is Nov 17th</li> <li>Delivery to the school will be Dec 10th. <b>Everyone must be able to pick up their orders on Dec 10th</b> as we will have nowhere to store it.</li> <li>Any questions or concerns can be emailed to Amanda at vicepresident.fass@gmail.com</li> </ul>	Potentially we will be able to pack the orders in paper bags - just waiting for replies from suppliers	Amanda
Forms	New form!	<ul style="list-style-type: none"> <li>A new form will be sent out to parents to ask for their ideas for what they would also like to see in their children's classrooms.</li> </ul>		Amanda



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Future Fundraisers	We need projects and items that we can fundraise for.	<p>The whole purpose of the Fundraising Association for Southpointe School is to raise monies that can be used by the students and staff for items or projects that they may not have funding for.</p> <p>People ask us what we are fundraising for and we should be able to provide them with an answer. More people will feel comfortable participating in fundraisers if they know what they are for. For example:</p> <ul style="list-style-type: none"> <li>● Playgrounds</li> <li>● Benches</li> <li>● Agendas</li> </ul> <p>We are waiting for some ideas from teachers and staff of what they would like to see in their classrooms. (Small, medium and large amount categories) For example:</p> <ul style="list-style-type: none"> <li>● Breakout boxes</li> <li>● Outdoor toys</li> <li>● Books</li> <li>● Outdoor space for junior high students</li> </ul> <p>The fundraisers will be scheduled around the projects/items that are requested from teachers and SC.</p>	<ul style="list-style-type: none"> <li>● Deanna will be making a spreadsheet to keep track of fundraisers and how much money was raised so we can better plan fundraisers specifically for the projects requested</li> <li>● Waiting on the SC/teachers list (approved by Carol)</li> <li>● Looking for something big like basketball court, playground</li> <li>● The school has no room for another playground at the moment</li> </ul>	Laelia
Casino	HUGE fundraising opportunity!	<p>The wait to hold a casino fundraiser is typically about 2 years. We were approached and notified that we could potentially have one in the next year.</p> <ul style="list-style-type: none"> <li>● Laelia is in the process of filling out our application.</li> <li>● PROBLEM: In order to complete the application, we must have a project that the monies raised will go to. The monies raised during the fundraiser can only be used for that project. Nothing else.</li> </ul>	<ul style="list-style-type: none"> <li>● Carol will look into how much detail is needed to fund for a large project</li> <li>● Casino needs just ballpark numbers and then if we decide to do it, a motion needs to be put forward</li> </ul>	Laelia



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Ongoing fundraisers	Flip Give Cobs Bottle Depot (Beverly Bottle Depot)	<p>FlipGive</p> <ul style="list-style-type: none"> <li>Download the app, use code K2TQ9X and enjoy shopping</li> <li>Anywhere from 1%-10% will come back to FASS</li> </ul> <p>Cobs</p> <ul style="list-style-type: none"> <li>Just mention Southpointe School when making your purchase</li> <li>5% of your purchase comes back to FASS</li> </ul> <p>Beverly Bottle Depot</p> <ul style="list-style-type: none"> <li>Will come right to your door for pick up</li> <li>Mention that you would like to donate your bottles to Southpointe School and they will donate an additional 10% of what your total was to the school</li> </ul>		Laelia
<b>Treasurer Items</b>				
Agenda Item	Update	Meeting Discussion	Action	Time
Forms	New Form!	A new form has been developed to make it easier for reimbursement cash from FASS and to balance our finances. These forms will need to be filled out and the appropriate receipts attached to it in order to get reimbursed.	This form is to be used by any and all persons needing to be reimbursed by FASS - it must be approved by FASS <b>PRIOR</b> to purchases being made	Deanna
Auditing	2018/2019/2020	These years are completed and ready for auditing. Volunteers Amanda Osicki and Amanda Anderson will audit both the financial books and secretary files within the next 2 weeks.		Deanna
<b>Adjourned: 6:16PM</b>				

**Hot Lunch Dates and Vendors:** *(these will be updated as we confirm our vendors)*

- October 28/29 - Papa John's
- November 25/26 - Boston Pizza
- December 16/17 - TBD
- January 26/28 - TBD
- February 24/25 - TBD
- March 17/18 - TBD
- April 27/29 - TBD
- May 25/27 - TBD
- June 16/17? - TBD