



Fundraising Association  
for **SouthPointe** School

# AGENDA

Apr 23, 2025 4:00 PM

SouthPointe School, Fort Saskatchewan

FASS Board Members	
FASS President: Laelia Winstone	FASS Vice President: Tracy Patrick
FASS Treasurer: Tracy Corbett	FASS Secretary: Ashley MacFarlane

Agenda Item	Details	Time
Call to Order	The president calls the meeting to order at:	<b>2 Min</b>
Attendance	<a href="#">Meeting Attendance Sheet</a>	
Review Agenda	<ul style="list-style-type: none"><li>• Presentation of Agenda Items</li><li>• Opportunity for Additions/Changes</li><li>• Vote for Approval</li></ul>	
Previous Minutes	<ul style="list-style-type: none"><li>• Review of prior minutes from the Feb FASS meeting.</li><li>• Approve the previous minutes.</li></ul>	

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Reports	<ul style="list-style-type: none"> <li>• <b>Audit Prep Timeline:</b> We have until September 2025 to recruit two volunteers for audit prep; correction to original deadline of May 2025.</li> <li>• <b>Hot Lunch Vendor Outreach:</b> Outreach emails to potential hot-lunch vendors go out in the next few weeks; vendor selection must be finalized by May 31 to secure dates for 2025/26.</li> <li>• <b>Canteen &amp; Supplies:</b> Current popcorn supplies low; plan to reorder oil, kernels, and seasoning. Reminder: pop sales only at sports/after-school events.</li> </ul>	<b>10 Min</b>
Financials	<ul style="list-style-type: none"> <li>• <b>Outstanding Invoices:</b> Ensure invoices are submitted to treasurer in a timely fashion as we near the end of the school year.</li> <li>• <b>Read-a-thon Deposit:</b> All profits have been successfully deposited</li> <li>• <b>Chromebooks Funding:</b> Prepare cheque in June for 40 Chromebooks &amp; charging cart for 2025/26 school year; estimated cost ~\$18K.</li> <li>• Discuss profit from past pizza day sales and canteen sales.</li> <li>• <b>Teacher Appreciation:</b> FASS will issue a single year-end appreciation cheque instead of multiples.</li> </ul>	
Fundraising	<ul style="list-style-type: none"> <li>• <b>Purdy's Chocolates:</b> discuss profits made from the fundraiser.</li> <li>• <b>Bottle Drive:</b> Scheduled April 26; route maps being updated next week. We need ~16 volunteers (flyers), 4-6 trucks, 2+ adults per van. Flyers to go home in newsletter.</li> </ul>	<b>20 Min</b>

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	<ul style="list-style-type: none"><li>● <b>Growing Smiles Plant Sale:</b> Deadline May 7 for orders; delivery on May 22. We are going to start promoting this more now to try and increase sales. Already in newsletter but needs added to FB and we can send home a newsletter.</li></ul>				
Discussions	<ul style="list-style-type: none"><li>● Next Steps: FASS wants to schedule a planning session before end of June with to prep for upcoming 2025/26 year.</li><li>● Our 25/26 fundraising goals and future plans</li></ul>				
Donations	<ul style="list-style-type: none"><li>● <b>June 11-13 End-of-Year Student Lunch:</b> Hotdogs, chips, and juice donations to be requested this month.</li></ul>				
Motions					
	Paper for bottle drive flyers	\$100	Approved		<input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Printer ink and paper (for the donation coordinator)	\$114.28	Approved		<input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A

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	Canteen Supplies for Dance (Feb 14)	\$400	Approved		<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Vinyl Sign	\$150	Approved	Purchased for silent auction	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Silent Auction Items	\$60	Approved	table cloths, poster board and clips to hang the sign	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Canteen Items (appliances)	\$1100	Approved	Hotdog machine, coffee maker, supplies	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Numeracy Night (Jan 15)	\$300	Approved	Motion overestimated (\$100 new estimate) 3x door prizes needed	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A

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	Read-A-Thon Prizes (3-28 Feb)	\$300	Approved	Prizes will include gift cards, movie/popcorn day, and extra recess time Tracy P. will organize (\$250 donation from costco for prizes received)	<input type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Family Dance (Feb 14)	\$1200	Approved	Seeking donations for silent auction items, Canteen needed, DJ no longer required. Payment for gym rental made Actual - \$554	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Pancake Breakfast (Mar 4)	\$1000	Approved	March 4 Seeking donations	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Teacher Appreciation Dinner 2 (March 18)	\$300	Approved	Will seek donations Food will be pizza	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In

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					<input type="checkbox"/> N/A
	Movie Night (May 30)	\$500	<b>Cancelled</b>	Unforeseen problems with cost of screen rental and movie licensing	<input type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input checked="" type="checkbox"/> <del>N/A</del>
	Popcorn Supplies (bags, oil, kernels, seasoning)	\$300	<b>Approved</b>		<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	\$100/Teacher for Classroom Supplies (Teacher Appreciation)	\$2500	<b>Approved</b>	Payment method TBD	<input type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	40 Chromebooks/Charging Cart <ul style="list-style-type: none"> <li>• Growing Smiles Dec (\$1015)</li> <li>• Read-a-thon (est. \$14383k)</li> <li>• Purdys Easter (March 1st est. \$2k)</li> <li>• Bottle Drive Spring (est. \$3500)</li> </ul>	\$17,999.42	<b>Approved</b>	Fundraising in progress, potential pay date and additional fundraisers to aid are still TBD.  Have Purdy's info	<input type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A

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	<ul style="list-style-type: none"> <li>Growing Smiles (delivery May 28th est. \$500)</li> </ul>			ready by Feb 25th - starts March 1 with delivery date Apr 16	
	Agendas for year 25/26 <ul style="list-style-type: none"> <li>Hot Lunch Proceeds 24/25</li> <li>Covering grades K-4?</li> </ul>	\$2140.80	Approved	Hot lunch profits from 24/25 will cover	<input type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Office Supplies (motioned by Amanda 21 Nov)	\$100	Approved		<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	BearTracks	\$1200	Approved		<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Additional motion for Hot Lunch drinks (motioned by Amanda, Dec 5)	\$80	Approved	In addition to running motion	<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Gingerbread House	\$1000	Approved	Donations: provided:	<input checked="" type="checkbox"/> Invoiced

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	Competition			Safeway Icing/Candy Costco: Gingerbread Houses City/Mayor: Gift cards	<input checked="" type="checkbox"/> <del>Paid</del> <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Secret Elf (month of Dec)	\$375	<b>Approved</b>		<input checked="" type="checkbox"/> <del>Invoiced</del> <input checked="" type="checkbox"/> <del>Paid</del> <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Canteen restock (motioned by Tracy C. Oct 25)	\$50	<b>Approved</b>		<input checked="" type="checkbox"/> <del>Invoiced</del> <input checked="" type="checkbox"/> <del>Paid</del> <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Canteen restock (motioned by Tracy C. Oct 21)	\$25	<b>Approved</b>		<input checked="" type="checkbox"/> <del>Invoiced</del> <input checked="" type="checkbox"/> <del>Paid</del> <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Canteen restock (motioned by Tracy C. Sep 15)	\$250	<b>Approved</b>		<input checked="" type="checkbox"/> <del>Invoiced</del> <input checked="" type="checkbox"/> <del>Paid</del> <input type="checkbox"/> Partial In <input type="checkbox"/> N/A



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	Pancake Breakfast (Sept)	\$1000	<b>Approved</b>		<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	Teacher Appreciation Dinner 1 <ul style="list-style-type: none"> <li>Pizzas donated by BP &amp; Swan Pizza/Drinks by Freson</li> </ul>	\$300	<b>Approved</b>		<input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partial In <input type="checkbox"/> N/A
	<del>FitSet Ninja</del>	<del>\$5512.50</del>	<b>Denied</b>	Unable to fund at this time, current motions exceed available balance. Option to revisit in the future.	<input type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input checked="" type="checkbox"/> <del>N/A</del>
	<del>Santa Visit Treats (Dec 18-20)</del>	<del>\$500</del>	<b>Approved</b>	* Parent Council funded candy canes, FASS funding unused	<input type="checkbox"/> Invoiced <input type="checkbox"/> Paid <input type="checkbox"/> Partial In <input checked="" type="checkbox"/> <del>N/A</del>

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Running Motions	Hot lunch drinks: Up to \$150 per month (Sept 2024 to Jan 2025). Updated hot lunch drinks: Up to \$200 per month (Feb 2024 - June 2025) Official supplies (printing): \$100	<b>2 Mins</b>
Announcements	<ul style="list-style-type: none"> <li>● <b>Bottle Drive:</b> April 26</li> <li>● <b>Growing Smiles Delivery:</b> May 22</li> <li>● <b>Next FASS Meeting:</b></li> <li>● <b>Next Community Meeting:</b></li> </ul>	
Adjournment	President calls for adjournment at:	