

École Parc Élémentaire Fundraising Society Meeting

February 14, 2024 - School Library 8:00 PM

Attendees

Amanda Shand - Chair

Rebecca Millburn - Vice Chair

Danielle Rusk - Secretary

Jasmyne Garbe - Treasurer

Michelle Poitras - Hot Lunch Coordinator

Tandy Atchison - Principal

Jade Jordan - Assistant Principal

Ralph Sorochoan - School Trustee

Jennifer Dechaine - Member

Devon Klein - Member

Genista Garnett - Member

Absent

Melanie Redfearn - Member

Jenn Dechaine - Member

Tamara Whitton - Member

Amy Archibald - Member

Additions and Approval of the Agenda

No Additions

Approval of Agenda - approved by Jennifer Dechaine, 2nd Rebecca Millburn

Last Meeting Follow-up

Approval of minutes January 24, 2024 - approved by Jennifer Dechaine & Jasmyne Garbe

Treasurer's Report: - Jasmyne Garbe - Treasurer

See Report following minutes

- Additional Bank access, credit card & merchant account agenda items to be carried over as they require further discussion and information.

Principals Report: Tandy Atchinson- Principal

1. Agenda season again, company that provided them last year will go with them again, cost for this year's agendas were \$638.14 for DIV 1 kiddos, anticipating costs to be around the same for next year's agenda's. More info and discussions to follow.
2. Write on Stationery - Emailed Sherri to see if we wanted to do it again. They are the company that we use for families to order school supplies from, school usually gets anywhere between \$400-\$500 back and we give that money to Sherri to purchase school supplies for the teachers/classrooms. **- Jennifer Dechaine will run it again with support from Devon Klein if needed.**

Fundraising Reports

1. Spirit Wearl - Danielle Rusk
 - a. Logo on the screened items doesn't seem to be as vibrant as last years
 - b. Start the fundraiser in August till September for next year to catch the new kiddos coming in so they have their Grizzly Gear at the start of the year.

Action Item: Danielle to send pictures and speak with vendors to find out why there is such a difference in the quality and what can be done if anything to improve this?

2. Cobs Bread - Amanda Shand
 - a. Found out that Cobs is no longer supporting the sports teams in the Fort, wondering if it's the same for Ecole Parc now? This apparently just happened.

Action Item: Amanda to reach out to Amy Archibald (if she was the last contact with Cobs) and get Amy to verify this for us.

3. Tru Earth - Amanda Shand
 - a. Going as usual

Action Item: Amanda and or Tandy to talk to Sherri about moving our School Council posts up more towards the top above the repetitive information, so we don't get scrolled past.

Hot Lunch Report - Michelle Poitras/Amanda Shand

1. Having lots of issues with parents lately, trying to get orders in at the last minute, not respecting our firm deadlines.
2. Maybe need to look at switching platforms to something that would alleviate a lot of the undo stress that Michelle is experiencing - possibly switching to Lunchbox?
 - a. They would do all the administrative work such as: finding the vendors, taking the orders, printing all the labels.
 - b. Have the option for parents to pay/order for more than one hot lunch at a time (if they want to do a whole month's worth for example)
 - c. Also will give us \$150.00 towards our fundraising
 - d. All we would have to do is put the labels on the orders and distribute the orders. They do all the work and then send us the cheque.
 - e. Curious what the finance piece is though: What % of the profit do we get, will this mean we need to increase our prices to our families?
3. Could also cut down the hot lunches to just run one a month, just do Panago once a month for the rest of the year to make it easier for Michelle.
4. Continue to post reminders on Facebook but shut off the comments so that parents have to email us rather than comment on the post.

Action Item: Michelle and Amanda to sit down and have a sidebar discussion as to if it would be beneficial to switch to Lunchbox for the remainder of the year, or just carry on minimizing the amount of hot lunches and utilize Lunchbox for next year.

Action Item: Jasmyne to get us numbers for what the total revenue is as a whole for hot lunches.

Green Space Updates - Jennifer Dechaine

1. Garden club would like to use more of a portable type of planter that she can take home over the summer to avoid vandalization.
2. Will then take apart the vandalized planter and look at building two more permanent boxes that don't move as easily and can get vandalized as easily.

Action Item: Jennifer to price out the cost of having the additional two planters built and then she would like to make a motion to move some of the Greenspace funds into our main operating account.

Playground Expansion Committee Update - Danielle Rusk

1. Still just applying for grants to try and get some funds.
2. Had a couple of parents ask for information on the committee.

Teacher Appreciation - Grizzly Greatness - Amanda Shand

1. Have 17 that were submitted to us so far. Rebecca will use the Ecole Parc Thank you cards that we currently have to start and will purchase some chocolate/treats to attach to the cards.
2. Present the cards to the teachers during the monthly assemblies
3. Posted the link to the Grizzly Greatness on our School Council Website

Action Item: Rebecca to purchase chocolate/treats (see motion at the end of minutes)

Zen Den - Amanda Shand

1. Has been restocked, will work with Tandy and Jade to ensure it stays stocked till the end of the school year.

Pantry Items and Co-op funds - Amanda Shand

1. Amanda has been checking in with Sherri periodically to see what supply levels are like. Students don't seem to be using this as much as they used to.

Casino - May - Amanda Shand on behalf of Melanie Redfearn

1. Casino advisors have been selected. The ladies we will be working with are Nicole Dotzlaef and Brenda Doupe. Nicole has been great with answering all of the questions and providing some resources. Brand was the advisor for Fort Sask Minor Hockey last spring and she was wonderful to work with.
2. I have had 12 parent volunteers request information on top of Jasmyne and Amanda. I am sure the number will decrease but we have a total of 10 shifts to fill (5 each day but I anticipate some people doing both days.). Shifts will be approximately from 3pm to 1am.
3. I am currently finishing the application and will need to sit with Jasmyne to complete the financial pieces. This is due to AGLC in just over a month. The goal is to have it completed and to the advisors to review by the end of February.
4. Please try to recruit volunteers when talking to parents at the school. I would like to have a healthy group to pull from because once people realize it's May long weekend, I anticipate some will pull out.
5. Danielle posted the call out for volunteers on the School Council/Fundraising Society Website

Action Item: Amanda to get Melanie to ask Sherri to put the Casino information as the first entry on the upcoming Gazette, before Tandy's principal's message.

Questions:

None

Next Meeting:

March 13, 2024 @ 8:00 PM in Library

Meeting adjourned - 8:30 PM

Further Actions:

See items in red

Motions:

1. *To spend a total of \$100.00 on chocolates and/or treats for the Grizzly Greatness Cards.*

Motioned by: Rebecca Millburne

Seconded by : Jennifer Dechaine

Voted: All in Favour

MOTION PASSED

Ecole Parc Fundraising Society

Treasurer Report

2/14/2024

Funds in WIX account:	668.80
Funds in PayPal account:	167.66
Casino account:	79.19
General Account balance 2/14/24:	8,675.43
less restricted funds (grants/donations to be used for specific purpose):	
Greenspace project	(3,798.19)
monthly food resource budget	(646.84)
(from Jacqueline Shotbolt)	
	(4,445.03)
less outstanding cheques:	
Total Funds available for use:	5,146.05
(Includes wix, paypal, and Casino)	