

ÉCOLE BEAU MEADOW SCHOOL

Parent Fundraising Advisory Agenda Nov 9, 2023

Attendees: Jodi Netelenbos, Krista Atzesberger, Niki Chwyl, Charlotte Bliss, Jessica Smith, Shelly McCubbing, Jolene Vandermeulen

1. **Call to order** *6:52pm*
 - **Review of Agenda** *Approved by Niki*
 - **Review of the Previous minutes:** Oct 12/23 *Approved by Niki*
2. **Correspondence** *None*
3. **Fundraising:**
 - 3.1 **Fundraising request form**
 - Google form for funding requests for school
 - Sending to Shelly to distribute to teachers
 - 3.2 **BC apples Davison Apples**
 - Delivery date Oct 25
 - Sold 103 boxes.
 - Income of \$844.29
 - 3.3 **Halloween Dance Oct 27**
 - We had a huge success
 - Income of \$3,369.22
 - 3.4 **Growing smiles**
 - Currently at 55 plants sold. Last year we sold 263 total. 12 days left.
 - Agenda flyers - send home tomorrow Nov 10
 - 3.5 **Craft Market Contact Lana**
 - Nov 4/23
 - Janitor fee \$200 (will be billed after the market) *waiting for invoice*
 - Market table fee income: \$1530
 - Raffle income: \$522
 - 3.6 **Family Movie Night**
 - Nov 24/23 (Gym is confirmed)
 - Digital flyer to be sent out tomorrow on social
 - Email, text, include in weekly update from school
 - Google form created & ready
 - Concession (hotdogs)
 - Explore to have flyers made by students

- Motion \$500 for concession *Motioned by Krista Atzesberger, seconded by Niki. Vote: all in favor, motion carried.*
- \$20/family, cash or square at the door.
- ****No lawn chairs in gym**

3.7 Hot Lunch Update

- Text reminders from school are awesome. Great feedback!
- October hot lunch profit \$764.16
- 4 dates in November & 3 in December
- Any school feedback? *none noted*

4. Banking update (Treasurer)

4.1 Ecole Beau Meadow School Parent Financial Advisory (PFA)

- Order cheques for new account
 - Cheque cost comparison was sent via email to PFA elected members on Oct 30, 2023 along with motion and vote to spend \$104.10 to order 200 cheques (2 per page) from ASAP Cheques. Motion seconded by Amy Laughlin and quorum reached to pass motion.
- Square
 - Motion to purchase Square was sent via email to PFA elected members on Oct 30, 2023. Motion seconded by Niki Chwyl and quorum reached to pass motion.
 - Account was created and Square device ordered on Nov 7, 2023
- Name must be changed/approved through Alberta Registries
 - Motion to be made by Jessica
 - *September minutes not specified properly.*
NEW MOTION by Jessica Smith to change name from “Beau Meadow Home and School Association” to “Ecole Beau Meadow School Parent Fundraising Advisory” (EBMS PFA) Seconded by Krista Atzesberger. Vote: All in favor, motion carried.

4.2 School Council Fund

- Transfer update *Still in progress.*

4.3 Bank balances

- Statements
- School \$2176.87
- AGLC:\$1884.78
- PFA: \$2543.78 on Oct 31, 2023 statement \$4,655.98 as of Nov 6

4.4 Requests

- Cash box *Motion to spend up to \$50 for a cash box by Jessica Smith. Seconded by Vanessa George. Vote: All in favor, motion carried.*
- \$200 annual float *Motion to have a \$200 running float to be kept at school by Jessica Smith. Seconded by Vanessa George. Vote: All in favor, motion carried.*

5. New Business

5.1 Insurance

- \$5M CGL (General Liability) \$511, \$1M D&O (Directors & Officers Liability) \$303

- Motion to pay total \$814 carrying us to October 31/24 *Motioned by Vanessa George. Seconded by Jessica Smith. Vote: All in favor, motion carried.*

5.2 Fundraising ideas

- Upcoming for remainder of 2023
 - 50/50 Rafflebox to begin on Nov 17. Winner selected *Date to be confirmed*
 - Front row raffle at Christmas Concerts
- Round table for any new ideas
 - Little Caesars, Costco, Fundscrip gift cards, Future Fundraising - gourmet cookie dough *gift wrap, DFS Canada, cards, big box fundraising, school clothing, bbq pack in May or June, BMR or Growing smiles in spring.*

6. Next Meeting

- Meeting Dates as follows (2nd Thursday of the month after council meeting)
Nov 9, Dec 14, Jan 11, Mar 14, Apr 11, May 9, June 13
Request to have these dates added to school calendar and have text reminders

7. Adjournment 8:02pm