

**ÉCOLE BEAU MEADOW SCHOOL**  
**EBMS Parent Fundraising Association (PFA)**  
**Meeting Minutes October 1, 2024**

1. Attendees: [Jodi Netelenbos](#), [Krista Atzesberger](#), [Charlotte Bliss](#), [Katherine Franko](#), [Kayla Rosenau](#), [Candice Clarke](#), [Jessica Smith](#), [Shelly McCubbing](#), [Robin Carlson](#), [Chelsey Vokey](#)
2. Call to order: [6:30 pm](#)
3. Adoption of Agenda
4. Adoption of the Previous minutes: Sept 3, 2024
5. Financials
  - 5.1 Balances as of Sept 30, 2024
    - School Council Fund: \$9,327.94
    - AGLC: \$2,516.01
    - PFA: \$22,927.03
6. Correspondence – [None](#)
7. Fundraising:
  - 7.1 BC apples: Davids Apples,
    - Cut off Oct 2, Pick up Oct 15
    - Need 4-5 volunteers
  - 7.2 Halloween Dance
    - Create Halloween dance committee
      - Google docs form will be sent out
    - [Motion for \\$1,000 Decorations & Concession Supplies](#)
      - [Motion: Jodi Motion](#)
      - [Accepted: Krista Atzesberger](#)
  - 7.3 Growing Smiles
    - [Hand out Flyer at Halloween Dance](#)
    - [Start November 4](#)
    - [Order Deadline Nov 18](#)
    - [Pick up Dec 3](#)

8. Hot Lunch

- Sept 27 1st hot lunch made a profit of \$404.50
- Motion for funds to order extra meals  
\$25 per meal  
Motion: Kayla Rosenau  
Accepted: Katherine Franko
- Motion for hot lunch supplies (gloves, disinfectant wipes, organizational, ect) –  
Included in hot lunch expenses already
- Create 2 Hot lunch committees (pizza and other days)

9. New Business

9.1 Bathroom Posters

- Shelly McCubbing to check with Facilities
- Krista Atzesberger looking at quotes

9.2 Meadow's outfits

- Items donated

10. Next Meeting November 5, 2024 after council meeting (1<sup>st</sup> Tuesday of the month)

11. Adjournment 6:58 pm

# Dance Event Duties

## **Admin Duties:**

1. Make flyers
2. Google RSVP Form & Link to Sheets to track responses
3. Post on FB page and share link
4. Email Volunteer list, share sign up genius link to Facebook Page
5. Ask School to send out Event in weekly update/text message/School FB page
6. Email reminder confirming volunteer about 4-5 days before event

## **Concession:**

1. Prep Square and 2 floats, admission/concession
2. Determine menu items
3. Purchased for concession

## **Decorating:**

1. Collect and or purchase if needed decorations
2. Set up and decorate for event

## **Volunteers:**

1. Assign roles for volunteer duties
  - 3 for admission tables
  - 3 in concession
  - 2 floaters
  - 2-3 school staff members
  - All on clean up