

Wes Hosford School Fundraising Society
Thursday Sept 17th, 2015 at 6:30 pm

Wes Hosford School Fundraising Society

1. Call to order: 7:06pm

2. MOTIONS & ELECTIONS

- By email of June 8, 2015
 - Laura Jackson will assume position of Parent Fundraising Society Chair by acclimation.
 - Deb and Liene will assume positions of Past Chairs and will work in the capacity as advisors
 - MOTIONS:
 - A. Liene Mace moved to purchase a refrigerator/freezer unit for the use of the Parent Council & Fundraising Society to a maximum of \$2000.00
All agreed - PASSED
 - B. Liene Mace moved to move the AGM to September from the Month of November and yrs to follow or until another motion is put to change the month.
All agreed - PASSED
 - C. Liene Mace moved to acclaim Laura Jackson to the position of Parent Fundraising Society Chair effective September, 2015
All agreed - PASSED
 - D. Liene Mace moved that in the event no “qualified accountant” steps forward in a timely basis, Deb Guigure and Vanessa Wilson be elected to do the 2014/15 Fundraising Society audit.
All agreed - PASSED
- Chair
Laura Jackson has been nominated as Chair for 2015/2016
No other nominations from the floor
Laura Jackson accepts nomination
All in favour
Won by acclimation

- Vice Chair
No one is nominated and no one steps forward
- Treasurer
Clare Wilson is acting Secretary
Clare Wilson accepts
All in favour
Held as is
- Secretary (& co-secretary)
Karie Bell is acting Secretary, no other nominations and no one else steps forward for co-secretary.
Karie Bell accepts
All in favour
Held as is

3. Approve Minutes: May 21, 2014

proposed by Dinesh Burad, seconded by Liene Mace – approved.

4. Reports

- President's Report
 - Thank you to Liene Mace, who since 2006 has been on executive, for all you have done!
 - Thank you all for coming and thanks to those before us in the previous years in fundraising. It is essential to keep the school enhanced as it enhances the community too (seniors tea, family dance, grade 6 camp, etc.). For those new people just showing up tonight, thanks for coming, we really appreciate your input.
 - GOALS this year – Is there a 'Wish List' from the administrators and teachers?
 - staff feedback includes: laminator has bit the dust, we repaired it a few times, bought a new one, and cost \$2,900, is that something can help us with?
 - Chromebooks: Grade 3s are working thru SLAs, has to be administered on chomebooks, hoping to get their own chromebooks for the Grade 3's - 1 set to share 25, or each class gets total of 75. Once all kids needed dictionary, this is new version of that.
 - Seating: soft seated reading areas, couches, soft chairs to read
 - iPads for classrooms, if each class can have 3-5 per class(25-ish) those are a few items on our wish list. only 16G is OK as they use dropbox - so at least

\$300 (same for chromebooks) - ipads to be bought thru school/EIPS or can we bring them to you.

- TEACHER SUPPLIES: Last few years the FS has given \$100/classroom to use for decorating, supplies, etc. Should we increase to \$125/ classroom? 23 classes x \$125 \$2875.00
 - **MOTION** To accept 2875 for teacher expenses by Tasha Parent, seconded by Kim Oliver - **PASSED**

- Laura applied for grant from Blue Cross (\$50k grant) and has been in touch with people from the county. Greg Campbell came to look at our playground and he (the County) are going to put in swings. The County will pay for that - hopefully will be started in spring. The County is putting in benches by handball court (back to back benches - 3 sets of 2 with garbage cans). The County will pay for 3 benches we will pay other 3 benches. Benches are approx. \$3000 for 3 benches.

- Outdoor Classroom – part of the Blue Cross grant. This will also apply for Community Initiatives Grant (they match our contribution) putting in 5 tables with seating for 8. A group of 4 together and one further out for the teacher - out by the existing playground - gives the class a change and they can have lessons outside. This is for the kids AND the community, hoping we get grant for that - tables are \$5000. The County will only let us use one specific space and will only fit 5 tables.

- playground addition - we have neat things in store, no budget put together yet... I have 3 other grants to apply for that.
- Saffron - teaches kids and parents about internet safety - \$100/session - one for grade 5, 1one for grade 6, and another for parents, then a follow-up for grade 6 at end of year.
 - **MOTION** to spend up to \$400 for Saffron by Kim Oliver seconded April Caron, **PASSED**

- Treasurer's Report: CLARE WILSON will continue this year.
 - Annual Profit & Loss A/C - audited by Deb Guigere and Vanessa Wilson
 - We made income of 4500 - covered expenses and a little bit more
 - Expenses breakdown compared to last year, maybe 1000 less than last year. Income is from hot lunch, read-a-thon, treat & popcorn etc. Expense are treat days, etc.
 - Purchases for school were 21,000 which includes chromebooks, grade 1 books, 2100 for classroom supplies and other small items and musical items.

- Our own admin costs for photocopies, supplies etc... are approx.. 1000 - end of year, we bought fridge freezer for lunches & treats - \$1000 - fixed asset is on the balance sheet and will depreciate over next 5 yrs.
 - No expense for grade 6 camp as the funds for that came from bottle Drive, etc. so no extra cost there.
 - New item is Munchalunch.com - There is a small fee and we pay for paypal charges, but has been offset for not copying menus, etc. It has come down by \$600, so no real impact.
 - Bank balance was \$24k at the end of June 2015.
 - \$5500 siting with EIPS
 - Accounts have been audited - we just need to motion to approve
 - **MOTION** to approve the Audit by Liene Mace, seconded by Toni Forsyth - **PASSED**
 - Will put together a full budget for the next meeting.
 - SEE TREASURER'S REPORT ATTACHED.
- Fundraising:
 - SENTSYS Fundraiser – Tashia Fuller - would put together a package for kids to take home with forms and books, they would collect order then give 20-25% to the fundraising
 - IDEA - bake sales - only concern is allergies etc., but there are providers that can confirm that they are nut free etc. (have to use a provider, can't be parent/home backed).
 - CASINO – Liene Mace – I have a list of parents to volunteer - if anyone else wants to volunteer, we need 7 people on each day - Dec.21, 22 - we can car pool to Camrose Casino there are hotels available at a very low rate if we need to. We are a go! Will send forms and schedule soon. Everyone will fill out supervisor cashier form - easy. Casino has been a work in progress 6 years – it brings in around \$75k and you can do it every 2 years if you apply/renew on time.
 - BOTTLE DRIVE – Tina Haverslew - we can open to the public, county needs traffic control, they need someone flagging traffic, permits, etc. Last year was school wide - if we made it collection for just bottles and cans we could open it up county wide. We can send a ltr home. Want to do it right after Thanksgiving.
 - CAMPBELLS LABELS - Kari (Archer) Huk & Patti Berry will find someone at their end to lead it.
 - MAGAZINES: Carrie Hohl – is this happening this season?

- PANAGO & NITZA Coupons – alternate between the two businesses – oone in fall and other in spring? Andrea Wutherick is coordinating and Laura will touch base with her.
- FAMILY DANCE – Kim Oliver & Jennifer Magnusson. Stacey Williams has offered her photography services for the photo Booth again this year. DJ funds were approved last year. Will need floats for 50/50, hotdogs, etc.
- FREEZER – School has a freezer they never use. We can use it for hot lunch, etc. Liene Mace propose and **MOTION** to pay for freezer \$700, seconded by Kim Oliver - PASSED
- Motion to adjourn by Laura Jackson, seconded by Kim Oliver

Next Meeting: November 19th, 2015 - AGM meeting

Treasurers Report – 17 Sept 2015

The figures that I'm reporting on are for the full year audited accounts to June 30 2015.

Profit from Fundraising

This year I have laid out the audited accounts with the 2014 comparison. Although the accounts show a loss of \$1,019, we did in fact make a profit as \$5.5k of fundraising income was directly banked in an account with Elk Island Public Schools for tax purposes. If we include the Elk Island balance (which is not part of the audit), we generated income of approximately \$50k and less expenses of \$45k with an (unofficial) profit of \$4,571. This is \$1k less than last year.

Income was largely due to hot lunches (\$14k), read-a-thon (\$14k), treat/popcorn days (\$6k) and the family dance (\$6k). Other fundraising activities worth noting is the magazine sales, panago coupons, write-on stationary and bottle/GEEP drive and a donation of \$1.2k from Stacey Williams Photography.

Expenses

- Expenses to date for fundraising activities only are £19k (mostly from hot lunches expenses).
- We also contributed £21k to purchases to the school, this was made up of \$13k for 50 chromebooks, \$5k for books, \$2.1k for classroom supplies, plus some smaller amounts for music items.
- We also hosted another successful Seniors Tea, Sports Day and catered for teacher appreciation lunches throughout the year.
- Our own admin costs for stationery, photocopying and parent council expenses came to a total of \$1,065.
- The Society also bought a fridge freezer to help with the hot lunches and treat days, the total cost of this was \$1k. Since this is a capital expenditure item, we have capatilised this on the balance sheet and it will be depreciated over 5 years.
- There is no expense item for the Grade 6 camp this year as the bottle recycling within the school covered the complete camp cost.
- Bank charges are \$598 which includes Paypal charges of \$532. This additional cost is offset by a \$600 decrease in photocopying charges from last year. So one offsets the other.

Bank Balance and Cashflow

As at the end of June, we had \$24k in the ATB bank account, zero in the paypal account, \$5.6k in the EIPS a/c and \$100 in petty cash which is sitting in the school office. We did however have \$3,982 in creditors and this is made up of \$2.5k for ukuleles (2014 cost) and year end expenses for Sports Day and Hot Lunches.

The Debtor balance of \$100 is monies due from Cobs Bread and there were no bad debts to report for this year.