

**Wes Hosford Fundraising Society – Meeting Minutes - DRAFT**  
**Thursday, September 21, 2023**  
**Hybrid Meeting - School Library & Google Meet**

**In-person Attendees:** Amy P, Kilby R, Michelle B, Kerry H, Erin R, Kya M, Cheryl T, Erika P, Chantelle A, Loretta C, Courtney, K, Tanya T, Larissa H, Kristi F

**Virtual Attendees:** Guy M, Meg C, Trenna S

**WH Staff:** Susan Freiheit, Ralph Arndt

**1. Call to order & Welcome**

- a. Loretta called the meeting to order at 8pm

**2. Approval of Agenda**

- a. Amy motioned to approve Agenda.
  - i. Kilby seconded the motion.
  - ii. All in favour. Agenda approved.

**3. Adoption of Meeting Minutes**

- a. Kilby motioned to approve minutes from May 30, 2023 with the correction to add full names to the cheque signer motion (item 3.b.).
  - i. Tanya seconded the motion.
  - ii. All in favour. Minutes adopted with correction noted above.
- b. Kilby motioned to approve the minutes from May 11, 2023.
  - i. Tanya seconded the motion.
  - ii. All in favour. Minutes adopted.

**4. Treasurer's Report - Erin**

- a. **Balance Sheet**
  - i. Balance sheet to be sent with the agenda going forward.
  - ii. \$20,336 in general ledger.
  - iii. Plus \$18,861 in casino account. Keep separate due to rules around how you spend the money.

Wes Hosford Parents Fundraising Society		
Balance Sheet		
July 1, 2022 to August 31, 2023		
		Total
<b>Assets</b>		
Cash		
	ATB Casino Bank Account	\$ 1,730.00
	ATB General Bank Account	\$ 4,280.15
	Petty Cash	\$ -
	Total Cash and Cash Equivalent	\$ 6,010.15
	Debtors	\$ -
	Prepaid Expenses	\$ -
	Total Assets	\$ 6,010.15
<b>Liabilities and Equity</b>		
Liabilities		
	Current Liabilities	\$ -
	Total Liabilities	\$ -
Equity		
	Opening Balance Equity	\$ 107,311.46
	Retained Earnings	
	Profit for the Year	\$ (101,301.31)
	Total Equity	\$ 6,010.15
<b>Total Liabilities and Equity</b>		<b>\$ 6,010.15</b>

**b. Profit and Loss Statement**

Wes Hosford Parents Fundraising Society		
Profit and Loss		
July 1, 2022 to August 31, 2023		
<b>Income</b>		<b>Total</b>
	Bottle Drive	\$ 339.35
	Cuppers	\$ 2,743.74
	Dance	\$ -
	Hot Lunch/Treat Day	\$ 38,204.26
	Mabels Labels	\$ 115.04
	Nitza's Pizza Coupon	\$ 2,542.04
	Save on Foods Wye Road	\$ 2,072.53
	Restaurant Fundraisers	\$ 352.26
	Skip the Depot	\$ 334.65
	Donation/Grant	\$ 2,992.92
	AGLC	\$ 3,669.98
	Write on Stationery	\$ 715.92
	<b>Total Income</b>	<b>\$ 54,082.69</b>
<b>Gross Profit</b>		<b>\$ 54,082.69</b>
<b>Expenses</b>		
	Cuppers	\$ 2,130.00
	Dance	\$ 55.63
	Supplies for School	\$ 28,470.00
	Hot Lunch/Treat Day	\$ 29,975.28
	Nitza's Pizza Coupon	\$ -
	Math Night	\$ 630.00
	Other	\$ 308.68
	AGLC	\$ 4,304.51
	Administrative	\$ 664.35
	<b>Total Expenses</b>	<b>\$ 64,408.45</b>
<b>Other Income</b>		
	Bank Interest	\$ 46.40
	<b>Total Other Income</b>	<b>\$ 46.40</b>
<b>Profit</b>		<b>\$ (10,279.36)</b>

**c. ASCA Fundraising Membership**

- i. Tawnia motion to purchased the ASCA fundraising membership for resources and support at a cost of \$125.
- ii. Kya seconded.
- iii. All in favour. Motion approved.

**d. Food Service**

- i. Refund request - student moved schools and has a credit. Previously orders could be cancelled after purchase which left credits in account. No credits policy was not communicated so we would like to refund the one family who has moved schools.
  - Amy motioned to refund the family the \$10.25.
  - Courtney seconded.
  - Discussion:
    - note Stripe fee not recouped.
    - Courtney will look into the software to see if we can lock orders.
    - Procedure for moving forward - Credit only, NO REFUNDS. To be clearly communicated.
  - Majority in favour. Motion approved.
- ii. Courtney motion to approve a \$20 operating budget for incidental expenses related to food service to be administered by the food service committees.
  - Kilby seconded.
  - One abstention. All others in favour. Motion approved.
- iii. Shared for information: Hot Lunch Committee reviewed all AHS food safety this month.
  - Discussion:
    - Should we not allow hot lunch food to be sent home with siblings? We discourage it.
- iv. Reporting:
  - To keep track of credits, profit and other reporting, reports need to be printed from Munch-a-lunch in June or they are lost.

**5. New Business**

- a. **Audit** - as our year-end is August 31, Kerry remained Treasurer until then to provide a clean handover to Erin.
  - i. We are looking for a volunteer to audit the books. Auditor cannot be a cheque signer. We will look for a volunteer.
- b. **Teacher Allowance** - we have previously allocated \$10 per child to the teachers to help with classroom expenses.

- i. Tawnia motioned to approve \$10/child (~\$3,200) to be given to the teachers for classroom expenses.
    - ii. Tanya seconded.
    - iii. All in favour. Motion approved.
  - c. **Teacher Appreciation Potluck** October 25 - no budget required as parent volunteers will contribute to the pot luck.
  - d. **Petty cash** – we previously approved a petty cash fund to be used for incidentals related to Fundraising Society and School Council activities.
    - i. Erin to check on what's been used and report at next meeting if funds need to be replenished.
  - e. Process for voting on spending fundraising dollars. Moving forward we want to have large fund allocations discussed at one meeting, shared in newsletter, and voted on at next meeting.
  - f. **Insurance** - Erin
    - i. Insurance was first purchased March of this year - for March 31, 2023 - October 1, 2023 so we are approaching renewal.
    - ii. Insurance covers commercial general liability (injuries, 3rd party property damage at fundraising events), crime (cash stolen or banking compromised), and director liability.
    - iii. Amy motioned to renew our insurance coverage at a cost of \$1,242 for the period October 1, 2023 to September 30, 2024.
      - Tawnia seconded.
      - One abstention. All others in favour. Motion approved.
6. **Fundraisers**
- a. Chantelle shared the results of the parent survey on fundraising initiatives.
  - b. **Perry and Cookie Dough Fundraiser**
    - i. Chantelle motioned to host a perogy and cookies dough fundraiser to start Oct5 with forms due Oct17, and distribution on Family Game Night on Nov23.
    - ii. Courtney seconded.
    - iii. All in favour. Motion approved.
  - c. **Oil Kings event Oct15**
    - i. Kilby motioned to host a Oil Kings family fun night fundraiser on October 15th with tickets selling for \$25 and \$5 of that going directly to the school.
    - ii. Erin seconded.
    - iii. All in favour. Motion approved.

- d. **50/50 Draw**
  - i. Tawnia motioned to host a 50/50 draw this fall leading up to the December 7th Christmas concert in support of 1:1 student technology for the school.
  - ii. Amy seconded.
  - iii. All in favour. Motion approved.
- e. **Boston Pizza** - we will continue with collecting receipts from Boston Pizza as a passive fundraiser for the school. Larissa to be our volunteer.
- f. **Save-on Foods** - we will continue with collecting receipts from Save-on Foods Wye Road as a passive fundraiser for the school. Erin to be our volunteer.
- g. **Spring Fundraisers** - to be discussed at next meeting.
  - i. Spring Dance
  - ii. Readathon
- h. **Incentives for Fundraisers**
  - i. Amy motioned to approve up to \$350 for classroom and student incentives for the fall Perogy and Cookie fundraiser.
    - Erin seconded.
    - One abstained. All others in favour. Motion approved.
- 7. **Bylaws** - as the minutes from the previous meeting are now approved, the new bylaws can be registered. Erin to follow up with Kerry to get them registered.
- 8. **Signing Authority**
  - a. Loretta Motioned to add Courtney Kohlruss and Trenna-Violet Stott as signing authority to the general bank account.
    - i. Amy seconded.
    - ii. All in favour. Motion approved.
- 9. **School Council Funding Requests**
  - a. **Game Night Budget**
    - i. Loretta motioned to approve a budget of up to \$2,500 for Family Game Night on November 23rd.
    - ii. Tawnia seconded.
    - iii. All in favour. Motion approved.
  - b. **Cultural Performance**
    - i. Courtney motioned to spend \$1000 on Cultural Performance for the Alberta Opera to perform Cinderella for the students.

- ii. Tawnia seconded.
- iii. All in favour. Motion approved.

**10. Next Meeting and Adjournment**

- a. Loretta adjourned the meeting at 9:24pm.
- b. Next meeting November 16, 2023

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