

Wes Hosford Fundraising Society – Meeting Minutes
Thursday, March 14, 2024
Hybrid Meeting - School Library & Google Meet

In-person Attendees: Kilby R, Kya M, Chelby T, Courtney K, Loretta C, Tawnia M, Chantelle A, Tenna S

Virtual Attendees: Courtney K

WH Staff: Susan Freiheit, Ralph Arndt

Regrets: Amy P

1. Call to order & Welcome

- a. Tenna called the meeting to order at 8:06pm

2. Approval of Agenda

- a. Any adjustments or additions to the Agenda?
 - i. Add Playground update (Kilby)
- b. Tawnia motioned to approve Agenda.
 - i. Courtney seconded the motion.
 - ii. All in favour. Agenda approved.

3. Adoption of Meeting Minutes from January 18, 2024

- a. Any adjustments or additions to the Minutes from January 18, 2024?
 - i. Change time meeting called to order to 8:12pm
- b. Tawnia motioned to approve minutes from January 18, 2024 with change noted above.
 - i. Loretta seconded the motion.
 - ii. All in favour. Minutes approved.

4. Treasurer's Report

- a. **Balance Sheet**

Wes Hosford Parents Fundraising Society		
Balance Sheet		
September 1, 2023 to March 2, 2024		
		Total
Assets		
Cash		
	ATB Casino Bank Account	\$ 21,123.15
	ATB General Bank Account	\$ 10,353.73
	Petty Cash	\$ -
	Total Cash and Cash Equivalent	\$ 31,476.88
	Accounts Receivable	\$ -
	Prepaid Expenses	\$ -
	Total Assets	\$ 31,476.88
Liabilities and Equity		
Liabilities		
	Current Liabilities	\$ -
	Total Liabilities	\$ -
Equity		
	Opening Balance Equity	\$ 6,010.15
	Retained Earnings	
	Profit for the Year	\$ 25,466.73
	Total Equity	\$ 31,476.88
	Total Liabilities and Equity	\$ 31,476.88

b. Profit and Loss Statement

Wes Hocford Parents Fundraising Society			
Profit and Loss			
September 1, 2023 to March 2, 2024			
Income		Total	
Family Dance	\$.	
Food services	\$	23,500.00	
Mabel's Labels	\$	100.04	
Save on Foods Wye Road	\$.	
Scout Pizza	\$.	
Skip the Depot	\$.	
Donation/ Grant	\$	2,500.00	
Oil Kings Tickets	\$	300.00	
Paragox and cookie dough	\$	4,375.80	
Write on Stationery	\$	740.41	
Total Income	\$	31,519.25	
AGLC proceeds	\$	21,123.15	
Gross Income	\$	52,642.40	
Expenses			
Food services	\$	16,856.55	
Fundraising incentives	\$	249.93	
Family Dance	\$.	
AGLC	\$.	
Petty Cash	\$.	
Grants to school	\$	5,827.92	
Sunshine committee	\$	291.85	
Insurance	\$	2,185.00	
Other	\$	1,360.87	
Total Expenses	\$	25,211.05	
Other Income			
Bank Interest	\$	3.58	
Total Other Income	\$	3.58	
Profit	\$	27,434.94	

c. Cash Flow

Wes Hosford Parents Fundraising Society
September 1, 2023 to March 2, 2024

Cash available after projected expenses

Main Account	\$	8,353.73
Casino Account	\$	7,623.15
TOTAL Available Cash	\$	15,976.88

5. Upcoming Fundraisers

- a. Dance - March 21st all tickets available on munch, (admission, raffle, concession, hot dog) included an option to donate money to the school in support of technology replacement. Email to be sent out as a reminder to get dance tickets and Volunteer Sign Up. \$95 in donations made so far. Hotdogs & Glow sticks need to be preordered.

- b. Readathon – changes in dates as it was too much to plan with the dance coming up. Discussed dates with Sue for April 22 - May 2, 2025. To run over 2 weeks and for more participation not over a school break. Using readathon.com platform online. They take a 20% cut of our donations but that does **not** include prizing. They register classes with kids, challenges. We can get big donations from sponsorship companies in the amounts of: \$200, \$500, \$1500. Logo for \$1500 sponsor goes on student bookmarks. Sponsors for the school. Logo on readathon website.
 - i. Courtney motioned to change dates of the Readathon & create a paypal account to link for the platform.
 - ii. Kilby seconded.
 - iii. All in favour. Motion approved.

- c. Code Ninja – Sherwood Park gave 10 x \$50 gift certificates for dance and Parents Night out - Booking Link to Wes Hosford minimum 20 enrolments. We can choose from a couple of weekends. If we don't get 20 enrollments one week before the event. Max 30 spots. Everyone who uses our link we

get \$5. PD Days or summer - Camps - \$10 profit for us per \$99 student registration per day. To start next month maybe. Commit for 2 months (April & May) to start. Max \$150 to go through our link.

- i. Question: Can we share our link publicly? Loretta to ask.
- ii. Code Ninja Clubs - option to do there and cost more money or do it at the school. When they do them it is 1.5 hour session afterschool. University students teach them but we have to have volunteers. To discuss and provide more information to Sue.
- iii. Courtney motions to use Code Ninjas for Parent Nights Out & PD Day Camps.
 1. Tawnia Seconded.
 2. All in favour. Motion approved.

- d. Qualico New Business - Kilby reached out to Amy Jackson to see if there is a need for clean up. Last year garbage clean up raised \$2500.
 - i. Courtney motioned to participate in Qualico clean up pending dates if there is an opportunity.
 1. Second by Kya.
 2. All in favour. Motion approved.

6. Request for Funds

- a. Purchase of square reader- one time fee of \$69 and charges 2.65% credit card and .75% + \$0.07 interac/chip or tap 89.73 in lue of cash Reader & Carry Case.
 - i. Loretta motioned to purchase the square reader as outlined.
 1. Kya seconded the motion.
 2. Vote: DID THIS GET APPROVED?
 - ii. Keep it at school. Works via blue tooth to a phone with an app. App connects to our bank account. Suggestion to create a Sign in/sign out process. Limited number of people who can access the app. Suggested that only people with Signing authority to have access to the app.

7. Hot Lunch Update - Courtney

- a. Hot lunch - Coordinators can't continue to do it with the volunteer shortage issues & schedules. Recommend we order direct from Lunch Lady or Healthy Hunger and the meals are package by class and students. It will take 2 minutes to pass out lunches if the Grade 6 leadership is able to help out as well. They offer Juice, milk, etc. Lots of meal choices. It

wouldn't make as much money as our current system as we charge \$1.25 for milk and she charges \$2.25. However, it would allow the program to continue. Fundraiser, treat day, Sue to have 11 volunteers to hand out food. Will still do two lunches in June.

- i. Question: Would we want to do two per month to offset costs & help with profit? It is felt it would be a cost burden to parents.
- ii. Question: Did you check the AHS Report for the Lunch Lady?

Action Item: School Council/Fundraising Society to notify parents when a decision has been made. Explain the changing of the platform and why.

Action Item: Put on Agenda to vote at the next meeting.

8. **Playground Update** - Bids were submitted to the County and Evaluation Process has started. Sue, Courtney & Kilby to participate in the process. This was pushed for by the WHF Playground Committee and usually there isn't any involvement during the evaluation process. Still projecting to start work June 27 and complete before school starts up in September 2024.

9. Fundraising Budget Requests from School Council

- a. Chromebooks and Smartboard Replacement
 - i. 32 Chromebooks at \$389.80 each for total of \$12,473.60 +GST/Shipping
 - ii. Smart TVs 75" at \$1611 or 85" for \$2291
 - iii. Suggested that we purchase a few and stagger the purchases so that we don't have replace all of them in the same year again.
 - iv. School would prefer less 85" be purchased at a time depending on budget vs. more 75" TVs.
 - v. Tabled for May meeting as this is a need for September 2024 school year start.
- b. Whiteboards
 - i. Tabled for May. **Action Item: Tawnia to find pricing to present as FS would like to consider these as cost might be minimal.**
- c. Sports Day Treats for Students (317), Staff (26) Volunteer (30)
 - i. Loretta motioned to spend \$250 to purchase Popcicles
 - ii. Kilby seconded the motion

iii. All in favour. Motion approved.

d. Field Trip Transportation - for consideration

- i. \$250 for 1 bus x 7 grades = \$1750 (each bus holds 60 kids)
- ii. Trena suggested money for Kinder too even though they aren't using the bus.
- iii. Table for future for next meeting or September.

10. Adjournment

- a. Trena adjourned the meeting at 8:54pm
- b. Next meeting May 9, 2024 following the School Council Meeting.