

Wes Hosford Fundraising Society – Meeting Minutes - DRAFT
Thursday, May 11, 2023
Hybrid Meeting - School Library & Google Meet

In-person Attendees: Amy P, Kilby R, Tawnia M, Kerry H, Colleen S, Loretta C, Courtney K, Kya M

Virtual Attendees: Chantelle A, Erin R, Trenna Violet S, Larissa H

WHF Staff: Susan Freiheit, Ralph Arndt, Nicole Niles (virtual)

1. Call to Order and Welcome

- a. Colleen called the meeting to order at 7:45pm

2. Adoption of Minutes

- a. Tawnia motioned to approve the minutes from March 16, 2023.
- b. Trenna seconded the motion.
- c. All in favour. Minutes approved and adopted.

3. Treasurer’s Report

- a. Balance Sheet

Wes Hosford Parents Fundraising Society		
Balance Sheet		
July 1, 2022 to May 11, 2023		
		Total
Assets		
Cash		
	ATB Casino Bank Account	\$ 1,730.00
	ATB Chequing Bank Account	\$ 35,635.59
	Petty Cash	\$ -
	Total Cash and Cash Equivalent	\$ 37,365.59
	Debtors	\$ -
	Prepaid Expenses	\$ -
	Total Assets	\$ 37,365.59
Liabilities and Equity		
Liabilities		
	Current Liabilities	\$ -
	Total Liabilities	\$ -
Equity		
	Opening Balance Equity	\$ 107,311.46
	Retained Earnings	
	Profit for the Year	\$ (69,945.87)
	Total Equity	\$ 37,365.59
	Total Liabilities and Equity	\$ 37,365.59

- i. Just \$37,365 in account since money for playground has been sent to the County!
- ii. Compassion lunches – gifted about \$125 worth of lunches to kids this year.
- iii. Profit from hot lunch \$15,000

b. Fundraising Society Spending

- i. Approximately \$38,000 in account now and money still to come from Skip the Depot, Save-on Foods, Casino, and Qualico
- ii. Bills to pay this year from Munch-a-lunch and our printing costs
- iii. Set aside money for each teacher's classroom for September, teacher and volunteer appreciation, petty cash, sports days, and insurance
- iv. That will leave us with about \$25,000 left to spend this year. We should try to spend as much as possible. Discussion on what we should spend it on...
 - 1. Library - number one goal for school (Sue)
 - 2. Sports equipment
 - 3. Chromebooks (~\$400 each)
- v. Kilby motioned to spend up to \$15,000 for library renovations, up to \$5,000 for sport and music equipment, and up to \$5,000 on computer equipment.
 - 1. Loretta seconded.
 - 2. 9 in favour. One opposed. Motion passed.

4. Current Business

a. Hot Lunch Committee

- i. Courtney taking over, as Tanya and Lorelee are sunsetting next year.
- ii. we need to make a decision on hot lunch for next year. Use munch-a-lunch and have volunteers driving around picking everything up or go to a more all-in service with far less profit.
- iii. We could keep munch-a-lunch for popcorn and other fundraisers and move to another platform as a trial for next year.
- iv. Discussion. Attendees agreed it should be up to the committee to decide the best way to proceed next year.

b. Insurance Update - Kerry

- i. We received 3 quotes, recommend choosing Marsh for \$1160. Best price and several other schools are using them.

Insurer	Rate
MarshMcLennan	\$1160.25 Oct 1-Oct 1, will prorate.
NFP	\$1567.00
RMA	\$1527.27

- ii. Our coverage Includes general commercial liability and crime insurance.
- iii. It runs October – October, so we vote to renew each September.
- iv. Kilby motioned to move forward with purchasing insurance through Marsh.
 - 1. Kya seconded
 - 2. All in favour, motioned carried.
- v. Special thanks to Kerry for spearheading this!

c. Bylaws Update

- i. The existing bylaws and proposed update was circulated ahead of the meeting. The new bylaws were crafted from ASCA recommendations and verified against previous. Also reviewed against AGLC requirements.
- ii. Question – the length of tenure for Treasurer is max 3 years? Yes, this is to minimize risk of fraud.
- iii. Directors at large – will be appointed so Hot Lunch Coordinators can sign cheques.
- iv. Kilby motioned to approve and adopt the new bylaws as presented.
 - 1. Tawnia seconded.
 - 2. All in favour, motion carried.

d. Casino

- i. Thank you Trena and family for carrying this!
- ii. Casino was really slow on our nights, but the pool is averaged over the quarter so it won't directly impact our funds.
- iii. Paperwork to be passed to Kerry to get funds back and get us on the list for next year.

e. Qualico Community Clean-up - Kilby

- f. We need to pick a date May 27-28 or June 3-4. Kilby to poll the Facebook community and make decision.
- g. Kilby motioned to spend up to \$100 for supplies and treats for the clean-up.
 - i. Amy seconded.

- ii. All in favour, motion approved.

5. New Business

a. School Council fund requests

- i. Asking Fundraising Society for a small budget for teacher staff gifts for anyone leaving the school. This had been previously approved. Action - Amy to share previous minutes with details.
- ii. Amy motioned to spend up to \$100 for a volunteer appreciation event.
 - 1. Kilby seconded.
 - 2. Motion approved.
- iii. Tawnia motioned to spend up to \$100 for Meet the Teacher night to set up a table about the School Council.
 - 1. Loretta second.
 - 2. Motion approved.

b. Fundraising Society Executive Elections for 2023-2024 school year

- i. Secretary - Tawnia nominates Amy Power for re-election. Amy accepts the nomination. No other nominations. All in favour, Amy is elected by acclamation.
- ii. Treasurer
 - 1. Kerry is stepping down from her role as Treasurer.
 - 2. Colleen nominates Erin Ramme as Treasurer. No other nominations. Erin is elected by acclamation.
- iii. Vice Chair - Colleen nominates Treena-Violet Stott for re-election. Treena accepts the nomination. No other nominations. Treena is elected by acclamation.
- iv. Chair
 - 1. Colleen is stepping down from her role as Chair.
 - 2. There are no current nominations for the role of Chair. Discussion around several people who might be interested. We will follow up with these individuals and hold a follow-up meeting to elect a Chair.
- v. We will hold off on a motion to change cheque signatories until we finalize the Chair election.

6. Meeting Adjournment

- a. Colleen adjourned the meeting at 8:50pm.