

Wes Hosford Fundraising Society – Meeting Minutes
Thursday, May 9, 2024
Hybrid Meeting - School Library & Google Meet

In-person Attendees: Tawnia McQueen, Kilby Ritchie, Kya Martin, Kristi Forsythe, Loretta Campbell, Erin Ramme, Tenna-Violet Stott, Ian Edington, Chantelle Auclair

Virtual Attendees: Kayla Lindsen, Larissa Henderson, Chelby Tait

WH Staff: Susan Freiheit, Ralph Arndt

Regrets: Amy Power

1. Call to order & Welcome

- a. Loretta called the meeting to order at 8:37pm

2. Approval of Agenda

- a. Any additions to the Agenda?
 - i. Not going to do elections because all elections are for a bi-annual term
 - ii. AGM in September
 - iii. Adding consideration for Wes Hosford Swag, Pour in Play playground
- b. Erin motioned to approve Agenda with the above changes.
 - i. Tawnia seconded the motion.
 - ii. All in favour- 11, opposed-0. Agenda approved.

3. Treasurer's Report

- a. Balance Sheet

Wes Hosford Parents Fundraising Society		
Balance Sheet		
September 1, 2023 to May 4, 2024		
		Total
Assets		
Cash		
	ATB Casino Bank Account	\$ 19,563.42
	ATB General Bank Account	\$ 20,318.48
	Petty Cash	\$ -
	Total Cash and Cash Equivalent	\$ 39,881.90
	Accounts Receivable	\$ -
	Prepaid Expenses	\$ -
	Total Assets	\$ 39,881.90
Liabilities and Equity		
Liabilities		
	Current Liabilities	\$ -
	Total Liabilities	\$ -
Equity		
	Opening Balance Equity	\$ 6,010.15
	Retained Earnings	
	Profit for the Year	\$ 33,871.75
	Total Equity	\$ 39,881.90
	Total Liabilities and Equity	\$ 39,881.90

Wes Hosford Parents Fundraising Society
September 1, 2023 to May 4, 2024

Cash available after projected expenses

Main Account	\$	13,878.34
Casino Account	\$	7,790.81
TOTAL Available Cash	\$	21,669.15

b. Profit and Loss Statement

Wes Hosford Parents Fundraising Society		Profit and Loss		September 1, 2023 to May 4, 2024	
		Where has the \$ gone?			
Income	Total	May	\$ 25,000.00	to the school for learning common, sports and music equipment and technology	
Food services	\$ 35,259.76	September	\$ 2,900.00	Expenses for upcoming events (bookfair and family game night) and fundraising incentives for students!	
Mabels Labels	\$ 100.04		\$ 3,200.00	\$10/student to teachers for start of year classroom expenses	
Save on Foods Wye Road	\$ 422.92		\$ 1,000	Upcoming musical performance for all students	
Boston Pizza	\$ -	December	\$ 585.00	50/50 winnings from draw Christmas concert	
Skip the Depot	\$ -	April	\$ 453.22	Sound dampening headphones	
Donation/ Grant	\$ 2,500.00		\$ 1,727.39	Self regulation room	
Oil Kings Tickets	\$ 300.00	May	\$ 685.00	50/50 winnings from draw school dance	
Perogies and cookie dough	\$ 4,378.80	Upcoming	~\$4,000	Updating self regulation room	
School dance	\$ 6,623.44		\$ 5,500.00	Learning commons renovation	
Write on Stationery	\$ 740.41	Proposed	\$ 1,592.00	Marsh Insurance	
Total Income	\$ 50,325.37	2024/2025	\$ 3,710.00	Beginning of school year teacher and school counsellor stipend (\$10/student)	
Casino funds balance	\$ 19,563.42		\$ 1,000.00	Meet the teacher	
Gross Income	\$ 69,888.79		\$ 100.00	Supplies and treats for Qualico clean up	
Expenses			\$ 1,000.00	Playground grand opening end of September	
Food services	\$ 24,058.72		\$ 1,000.00	Sunshine committee for 2024/2025 school year	
Fundraising incentives	\$ 249.93	TOTAL	\$ 8,402.00		
Petty Cash	\$ -				
Grants to school	\$ 5,174.70				
Sunshine committee	\$ 366.88				
School dance	\$ 1,915.15				
Insurance	\$ 2,185.00				
Other	\$ 336.70				
Total Expenses	\$ 33,950.38				
Other Income					
Bank Interest	\$ 4.87				
Total Other Income	\$ 4.87				
Profit	\$ 35,943.28				

4. **Playground Update** - Completed during School council meeting, \$ to be spent is to be discussed.

5. Update on Fundraisers

a. Dance

- i. Final expenses outstanding for rental fee to the school

b. Readathon

- i. Revenue is \$16,864 with a profit \$13,450 with an additional \$1,000 removed for prizes
- ii. Request for an additional \$200 for prizes for second and third place winners
- iii. Trena move to allocate an additional \$200 for prizes
 - Kilby seconded
 - All in favor- 11, Opposed- 0. Motion approved.

c. Code Ninja – PNO & Camp dates

- i. 22 people signed up
- ii. \$110 for the school from sign-ups
- iii. Camp days for the PD days are upcoming

- d. Readathon next year
 - i. Do in October around Reading Week
 - ii. Considering a friendly competition with Millshaven Elementary
 - iii. Exact timing in the month is TBD. Link to book fair.
 - iv. Communicate with parents that the intent of the earlier date is so that dollars can be spent in the year it was earned
 - v. Could this be too close doing a readathon in February and then another in October?
 - vi. Want to separate readathon and dance
 - vii. Considering dance in April 2025
 - viii. Erin moved to do readathon in 2024/2025 with a budget of \$1,500 for prizes with readathon.com
 - Trena seconded
 - All in favor- 11, Opposed- 0. Motion approved.

- e. Qualico Clean-up is a go – need to confirm date (Kilby)
 - i. Need a date in June.
 - ii. Communication going out soon

- f. Sports Day – food / budget
 - i. Tuesday, June 25
 - ii. Had discussed doing hot dogs for hot lunch but there were concerns with having adequate volunteers to run sports day and do hot lunch
 - iii. 20-30 volunteers are needed to run sports day
 - iv. 5 people needed to do hot lunch
 - v. Tawnia moved to proceed with a sports day hot lunch with confirmed volunteers by Friday, May 31 with munch-a-lunch orders out afterwards depending on hotdogs.
 - Kya seconded.
 - All in favour- 11, Opposed- 0. Motion approved.

6. Hot Lunch Platform - vote

- a. Losing lots of hot lunch volunteers
- b. Going to be doing things differently. Are seeking more parent volunteers.
- c. Would like to continue using Munch-a-Lunch
- d. Hot lunch will look different unless someone steps up
- e. Hot lunch will be using Lunch Lady as a vendor going forward. Everything is in a bag with the child's name.
- f. Is there a contract?
- g. Lunch Lady menus will be added to Munch-a-Lunch as the only vendor

7. Fundraising Budget Requests from School Council

- a. Chrome books and Smart TV's (32 chromebooks & 2 85" TVs = \$17,055.60 cost includes shipping/GST/installation fees)
- b. Vertical Non-permanent services (whiteboard-like items)

Teachers were given different options and had different preferences.

Smaller

\$677.20 to give teachers their exact ask (premium) or
\$362.50 if all teachers get the same (markers and erasers included)

Large

\$455 (7 packages of lower cost)
\$1,015 for premium

- Can wait but some teachers do not have any items at this time. Would be nice to have in September.
- c. Split Performance Fee (Author Sigmond Brouwer \$250)
 - School paid \$500 plus GST.
 - Request for fundraising society to pay for half of the cost.
 - d. Field Trip Transportation- \$250 per class
 - Would be nice to have voted on now so that teachers have ideas of costs related to field trip fees
 - Total cost \$2,750 for all classes
 - e. Qualico Clean up -\$100
 - i. Offer volunteers freebies, water and supplies
 - ii. Return to school is \$2,500
 - f. Sunshine Committee Budget for 2024-2025
 - i. Request for \$1,200 to be spent throughout the year
 - ii. Expect the committee will be under budget
 - iii. Tawnia moved to give \$1,200 operating budget for 2024/2025
 - Loretta seconded
 - All in favour- 11. Motion approved.
 - g. Stipend
 - i. Teacher \$10 / student
 - Typically give money at the beginning of every school year to teachers, would like to tell them now for next year so that they can plan for it.
 - 295 students for next school year so cost to teachers of \$2,950
 - ii. Music Teacher: discussion/vote
 - Wireless microphones

- Black lights, drum buckets, resonator bells, music rug
 - iii. Guidance Counsellor: discussion/vote
 - Consider giving \$300
- h. Meet the Teacher Night
 - i. Held on August 28
 - ii. Request for \$1,000 to set up ice cream/treat
 - iii. Teachers do not want food stuff on the day before school starts
 - iv. Idea could be further brainstormed?
- i. Playground Opening
 - i. Grand opening event with request for \$1,000
 - ii. Consider reallocating
- j. Performances for 2024-2025 school year
 - i. Over the course of the year, ask for up to \$3,000
- k. Wes Hosford Swag
 - i. Entripy shop already exists and is owned by Ralph
 - ii. Amy by proxy moved to raise money by selling t-shirts or sweatshirts to support future school initiatives.
 - Tawnia seconded the motion
 - All in favour- 11. Motion approved.
- l. Playground pour in place
 - i. Raise the issue with the community, community leaders and media
 - ii. Emergency meeting could be made prior to June 1 to determine appropriate \$.
 - iii. May 24 notice and then May 29 meeting for money in hand
 - iv. Should parents be polled on the allocation of funds before any action is taken?
 - v. Could we take \$5,000 out of each account and offer \$10,000?
 - vi. Kilby- move to take \$10,000 of unallocated fundraising dollars along with a parent delegation to Strathcona County council to advocate for assistance in obtaining pour in place under the disc swing of the new playground.
 - Loretta seconded the motion
 - All in favor- 11. Motion approved.
 - vii. Kilby moved to set an emergency meeting on May 29 at 7pm via zoom with notice given May 24 to discuss the present state of pour and place and allocate additional fundraising money for new school year.
 - Loretta seconded the motion.
 - All in favour- 11. Motion approved.

8. Adjournment

- a. Loretta adjourned the meeting at 10:07pm
- b. Next meeting September 19, 2024 at 7:30pm