

Parent Fundraising Association Meeting Minutes
June 18th, 2018

In Attendance: Robin Alley-Buchner, Lauren Gauthier, Andre Houle, Cindy Hamilton, Jenn Anheliger, Marianne Womack, Shawna Walter, Melissa Mathieson, Sarah Hall

1. Meeting Opened @ 6:01 pm – Nicole Boulanger
2. Additions and Amendments to Agenda:
 - add item 4. g) Hot Lunch Coordinator Resignation
 - Rayann motions to approve, Andre seconds.
2. a) April Meeting Minutes Adopted:
 - 14 and 14.a 'Andre' is referenced and it should read 'Nicole'.
 - Sarah motions, Andre seconds.
3. Landmark Grade Three Field Trip
 - Approximate costs of trip are projected at \$492.00
 - Andre motions to pay up to \$500.00 to cover costs of this trip, Sarah seconds.
 - Motion voted on and passed.
4. a) Tentative Task Distribution:
 - AUGUST
 - Meet the Teacher Night - Andre motions to spend up to \$1500.00 for food served at the Meet the Teacher Night, Jenn seconds. Motion voted on and passed. Snow cones, hot dogs, chips and water will be sold by donation at this event.
 - Student Union Ticket Pack - There will be a one day blitz sale of 200 Student Union Ticket Packs at the Meet The Teacher night. This will be the only time that these packs will be accessible for sale.
 - SEPTEMBER
 - Guilt-Free Fundraiser – a one-time fundraiser where parents can donate and not feel obligated to participate in any of the remaining fundraisers throughout the year, while still being able to support the school.
 - Farm to School - this fundraiser will run in mid-September.
 - Dragon Dash - will be postponed to a May date (TBD).

➤ NOVEMBER

- Snowflakes & Stars Concession – TBD

➤ DECEMBER

- Water Park Tickets – There will be a blitz sale during the month of December and into the start of January.
- Christmas Store – This will be run again during the first few weeks of the month.

➤ JANUARY

- Water Park Tickets - Ticket sales will continue.
- Family Movie Night - TBD.

➤ FEBRUARY

- Waterpark Tickets – Ticket sales will continue.

➤ MARCH

- Waterpark Tickets – Ticket sales will continue.

➤ APRIL

- Jack Links – Jack Links jerky will be sold. This will be a pre-order sale only.

➤ MAY

- Track Meet Concession – Concession sales will run at this Track Meet.

➤ JUNE

- Dragon Boating - This field trip tradition will be re-established for grades 1-4, next year!

➤ ADDITIONAL OPPORTUNITIES

- TBD – Potential concession sales at multiple sporting event finals.

****Jenn motions to adopt the 'Tentative Task Distribution' (above), Andre seconds. The motion was voted on and passed.

b) PFA Accomplishment Advertising Board (Open House)

- Rayann has volunteered to man this station at the Meet the Teacher Night. She will also be making this display.

c) PFA Pamphlet Distribution:

- Draft Pamphlet to be edited for potential revisions, before distribution. Future meeting dates to be added.

d) & e) PFA Teacher Training:

- Nicole will be sharing instructions and teacher template with teachers on how to carry out procedures for upcoming fundraising. This will take place at the August Staff Meeting.
- Hot Lunch training will be completed at an August staff meeting by Lauren Horiachka.

f) Creating Role Descriptions:

- Rayann will be writing out detailed descriptions of all new PFA positions to be presented at August Executive Meeting.

g) Hot Lunch Coordinator Resigned:

- Brittany Powers has resigned her position as Hot Lunch Coordinator. A nomination and a vote will take place at the next meeting to replace this position.

5. Next General Meeting: Next planning meeting will be July 29th at Rayann's House. Address to be distributed to members.

6. Meeting Closed @ 7:02 pm