

**Wes Hosford Fundraising Society – Meeting Minutes**  
**Thursday, November 17, 2022**  
**Hybrid Meeting - School Library & Google Meet**

**In-person Attendees:** Tawnia M, Tenna, Kerry, Colleen, Kya

**Virtual Attendees:** Kilby, Courtney, Loretta, Kristi F, Kristy H, Shawna K,

**WH Staff:** Susan Freiheit, Ralph Arndt, Kristy Thiessen (virtual)

**Regrets:** Amy

1. Welcome & Call to Order
  - a. Colleen called the meeting to order at 7:34pm
  
2. Approval of minutes from September 15, 2022
  - a. Tawnia motioned to approve minutes from September 15, 2022
  - b. Kya seconded the motion.
  - c. Discussion to review item 13 from minutes: a motion to spend up to \$500 to feed the teachers and staff during parent teacher interviews. Following the meeting a decision was made to do a potluck. Note minutes do not need to be amended.
  - d. All in favour. Minutes adopted.
  
3. Approval of proposed meeting agenda.
  - a. Tawnia motioned to approve the agenda.
  - b. Kya seconded the motion.
  - c. All in favour. Agenda approved.
  
4. Treasurer's Report - Kerry Lyn H.
  - a. Balance Sheet

<b>Wes Hosford Parents Fundraising Society</b>		
<b>Balance Sheet</b>		
<b>July 1, 2022 to November 17, 2022</b>		
		Total
<b>Assets</b>		
Cash		
	ATB Casino Bank Account	\$ 22,935.18
	ATB Chequing Bank Account	\$ 92,011.09
	Petty Cash	\$ -
	<b>Total Cash and Cash Equivalent</b>	<b>\$ 114,946.27</b>
	Debtors	\$ -
	Prepaid Expenses	\$ -
	<b>Total Assets</b>	<b>\$ 114,946.27</b>
<b>Liabilities and Equity</b>		
Liabilities		
	Current Liabilities	\$ -
	<b>Total Liabilities</b>	<b>\$ -</b>
Equity		
	Opening Balance Equity	\$ 107,311.46
	Retained Earnings	
	Profit for the Year	\$ 7,600.81
	<b>Total Equity</b>	<b>\$ 114,912.27</b>
	<b>Total Liabilities and Equity</b>	<b>\$ 114,912.27</b>

- b. Audit
- c. Society's Annual Return/AGLC Report
- d. Update to account signatories:
  - i. Loretta motioned to Change Article number 8 in the society bylaws to allow for account signers to include vice chair, and 2-3 hot lunch/treat day volunteers.
  - ii. Tawnia seconded the motion.
  - iii. Discussion
  - iv. All in favour, motion approved.
- e. New VP on bank account
  - i. Lorelee motioned to add Trena-Violet Stott to the society's bank account.
  - ii. Courtney seconded.

- iii. All in favour, motion approved.
5. Hot Lunch & Treat Day - Tayna & Loretta
- a. Sue asked for a blurb for the next round of hot lunch with open and close dates and what the opinions are available for Dec 1st.
  - b. Orders will open Dec 8th.
6. Recap of Fundraising Initiatives (update provided by Kilby via email pasted below):
- a. Bottle Drive: The bottle drive on October 13th earned \$339.35 from bottles and donations
    - i. Feedback includes trying earlier in September when first back to school or after Christmas holidays, get the kids involved to sign up for a time slot, inquire about signage sponsorship.
  - b. Nitzas Coupon Update:
    - i. As of September 1, 2022 we had 255 to sell
    - ii. As of November 1, 2022 we have 90 left, have sold 165
    - iii. Coupons were paid in full last fiscal year \$3000, therefore everything earned is profit this year
    - iv. 165 sold = \$1650
  - c. Operation Education (Boston Pizza Receipts):
    - i. Kilby has this term's receipts, looking for a volunteer for Kilby to train for the remainder of this school year. Duties include collecting receipts, filling out and submitting rebate form twice/year, follow up to ensure cheque received.
    - ii. Save on Foods receipts \$431 since Sept 2022.
    - iii. Skip the Depot receipts \$217
    - iv. Shack-a-patate has donated their bottles, not sure how this is going to work. Courtney K will look into it.
7. Ongoing Passive Fundraisers
- a. Skip the depot
  - b. Save on Foods
  - c. Boston Pizza
  - d. Shack a Patate
  - e. Mabel's Labels - over \$100
  - f. Write on Stationery - \$715 this year
  - g. Note it takes about \$5,000 for us to do the basics for school year - teacher potlucks, money for student in classroom, etc.
8. Playground
- a. Status of grant CFEP which is our matching grant- we could find out as early as January or as late as March
  - b. County Clothesline - we had a \$1000 grant for seniors tea. When we reapplied

we asked that it be put towards our new application and go towards playground and asked for more. Awaiting response. Deadline was Oct 31st

- c. Sent notes to MLA Walker to advocate to the Minister of Culture and Status of Women for CFEP grant.
  - d. Had meeting with county, if CFEP grant received, all parties are ready to move forward and could go for summer 2023
  - e. Grants - reviewed grants with county and noted the ones we applied for, and the grants we have already received. The county has not seen any successful recipients for many that I listed that were from larger funding stream. (Ex. Co-op community spaces). We have applied for all the grants where they have seen schools experience success.
  - f. Any more questions re: playground specifically, we will have table set up at Parent Teacher Interviews, or feel free to contact Lorelee or Kilby.
  - g. Fun fact - we will have the largest playground in Sherwood Park!
9. Future Fundraising Initiatives
- a. Casino - May 1-2, 2023. Lead: Trenna
  - b. 50/50 - online to be drawn at Christmas Concert
  - c. Boston Pizza Fundraiser - lead needed
  - d. Qualico - Kilby spoke with Amy Jackson. Follow-up in March. .
  - e. Spring Dance - leads secured with Breanne and Michelle. Volunteers needed.
  - f. Coffee sales fundraiser - new idea presented by Kilby to lead. Details as follows:
    - i. 3/4 lbs bags. We buy for \$15. We sell for \$20. Making \$5/bag.
    - ii. Profits cover the munch fees (.30 plus CC charge) and then go towards playground.
    - iii. Profits to reimburse fundraising society for photocopies of poster to send home with kids if needed.
    - iv. Also ask teachers to email the poster out to class lists
    - v. Profits would have to help with shipping if not over 100 bags. Shipping prices:
      1. up to 50 bags - we pay
      2. 50-99 bags - we split
      3. 100+ bags - they cover
      4. 32 bags per box; Approx \$40 shipping/box
    - vi. If approved tonight, set up Munch by [Nov 21](#) and sell from [Nov 21-Dec1](#). Kilby place order with Cuppers (from printouts via Munch) on [Dec 2](#) with 10-12 day turn around. Sort and send home with kids Dec19/20; but for any/large orders offer pickup at school or Kilby's house. Any left over, Kilby volunteers to drop off within local Sherwood Park that week.
    - vii. Discussion: should we run with this?
    - viii. Kilby motioned to approve the coffee fundraiser as outlined above.
      1. Lorelee seconded.
      2. All in favour. Fundraiser approved.

## 10. Adjournment

- a. Colleen adjourned the meeting at 8:33pm.
- b. Next meeting January 19, 2023 following School Council Meeting.