

## Meeting Minutes

January 15, 2024

Online via Microsoft Teams

The meeting was called to order at 7:05 p.m.

**Attended by:** Kerri Fraser (President and Chair), Betty Greer (Grocery Gift Card Coordinator), Elaina Mack (Purdy's Chocolates Co-Coordinator), Suzanne Mathews (Student Account Treasurer), Kirstie McNally (Vice President), Shannon Mycroft (Treasurer), Bronwen Sharpe (Secretary and Minutes), Trisha Walker (50/50 Coordinator), Carlene Meilleur (Musical Desserts Coordinator), Kathleen O'Malley. *Quorum present.*

**Teacher:** Charlie Mason

**Regrets:** Paul Spelt, Brian Anderson (parental leave)

## Welcome and Territorial Acknowledgement

### Approval of Agenda and Minutes

- No changes to the agenda were put forward.
- The approval of the January meeting agenda was motioned by Trisha W. and seconded by Kirstie M. The motion passed.
- The approval of the December meeting minutes was motioned by Kirstie M. and seconded by Trisha W. The motion passed.

### Treasurer's Report

- General Account
  - Shannon M. shared that all current account activity is related to the Whistler Tour. There is \$63k in account which is a third more than usual. There are some students that have not paid up to date. Shannon said she has paid the coffee bill and school payment for sheet music and music folders so everything is squared away.
- Student Accounts
  - Suzanne M. reported that student accounts are up to date with the exception of the Purdy's fundraiser. There have been withdrawals from student accounts this week for the Whistler trip. Kirstie M. is still getting questions from parents about how to access their cash in their accounts. Suzanne shared that two students have a negative balance in their student account and Brian has spoken to these families.
    - **Action:** In Brian's absence, Charlie M. will update the student accounts chart in the classroom. She will also keep track of them.
    - **Action:** Charlie M. will inform parents of the process to access their cash via the Weekly Notes newsletter.

## Fundraising Reports

- Each fundraising program was reviewed as follows:
  - *Coffee Sales*- Kirstie M. shared that 177 bags were sold in December totaling \$2,800 in sales making Fernwood Coffee very happy with our collaboration. Krista is doing coffee drop off. Coffee bags are now being dropped at the Band Annex at Lansdowne South due to Lansdowne North being overwhelmed with various activities.
    - **Action:** Kirstie M. to draft a note about the new drop off location and timing of coffee deliveries for the Weekly Notes newsletter.
  - *Red Barn & Fairway Cards* - Betty G. updated us that there are no new sales for January. The tracking sheet came in handy when a parent lost their gift card and was able to cancel their card and receive a new one.
  - *50/50 Raffles* - Trisha W. shared the total raised at the Winter Concert was \$916. No winner donated back this time. Trisha thanked all the volunteers helping out on this task.
  - *Bake Sales* - No update from December.
  - *Plant Sales* - Kerri F. confirmed that Growing Smiles would be the provider for the Spring Plant Sale and Sam C. will run it.
  - *Purdy's Chocolates* - Elaina M. said all the orders have gone out. She will be sharing some feedback with Purdy's about the process as it was challenging.. There will be an Easter campaign being organized too. Elaina shared that there is Interest in students buying the Purdy's fundraising chocolate bars to sell on like the Girl Guide cookies model.. A Google form is ready to go for this fundraiser which will be launched closer to Valentine's Day.
    - **Action:** Elaina M. and Suzanne M. to have a meeting to consolidate knowledge of accounts..
  - *Musical Desserts* - Carlene M. said that donations that have come in are not the same value as last year but we have the same number of donations. Last year was around \$10k but this year is slightly less than half that at \$4.5k. Carlene has 46 businesses still to hear from and will be chasing them in the run up to the event although she does not have too much more time to volunteer for this project. Thrifty's donated 3 x \$100 cash gift cards and suggested that two can be used to buy drinks and extra desserts and the last one be auctioned. She asked if a tip jar at the concession counter would be displayed again. Kerri F. said as long as the jar is well looked after to prevent stealing. Carlene listed some recent donations: Magnolia Hotel, 49 Below and Frontrunners. A discussion was had about how to promote companies that are donating and how to promote Musical Desserts in general. Carlene suggested some social media content or promotional content for businesses to be celebrated for their donations. Kirstie M. suggested if the current poster could be sent along with the school letter for parents to promote donation requests and current donors via their own social media.
    - **Action:** Carlene to investigate how to do better marketing for next year including looping in new parents from Grade 6.

### Teacher's Report

- Charlie M. reported that Alex Tiller is the new band teacher covering Brian's leave. She is settling in well. Spring music has been delivered to the kids which is exciting. Charlie confirmed that the tour band and symphonic jazz band have started.
- Elaina M. added that the Whistler Tour chaperones are meeting next Wednesday to learn what they need to do pre-tour and on tour.
  - **Action:** Suzanne M. to share an electronic copy of the student accounts with Charlie M.

### New Business

- None brought forward.

### PAC Report

- Carlene Nex was not present so no report forthcoming.

### Round Table

- Trisha W. asked Carlene M. if a cash donation from a company or swag for auction would be most useful for Musical Desserts as she has a potential lead. Carlene responded that whatever works best for the company is okay and we will work around them. The company is Brown Bros. Carlene recommended that a cash donation would be preferable though and the company swag can be displayed.
  - **Action:** Kerri F. to connect Trisha and Carlene.
- Kathleen O'M. suggested some more fundraisers where children can be more involved like a car wash would be appreciated. Kerri F. was supportive of the idea and said it requires parent volunteers. She suggested a big fundraising brainstorming session at the end of the year for 2024/25.
- Kerri F. asked if parents could start putting the word out for volunteers for Musical Desserts as it takes many hands for a successful night.
  - **Action:** Kerri F. to create an online volunteer sign-up sheet

Motion to adjourn the meeting made by Shannon M. and seconded by Elaina M.

The meeting adjourned at 8:00 p.m.

The next meeting is on Monday, February 5, 2024, at 7:00 p.m. Location and format TBD.