

Forest Green Parent Council Association

Forest Green School Fundraising Society

GENERAL MEETING

September 19th, 2023

Attendance: Leah Andrews (Principal), Miranda Niebergall (Assistant Principal), Cindy Owles (Secretary- Treasurer), Sarah Kaufman (Treasurer), Elizabeth D'Arcy (Secretary), Danielle Clark (Vice Chair), Keri Labrenz (Chair)

1.0 Call to order by Kerri at 5:18pm

2.0 **Approval of Agenda-** Sarah Motions, Danielle 2nd

3.0 **Approval of April 2023 minutes-** Cindy motions to adopt as amended, Sarah 2nd

4.0 **Treasurers Report**

- \$3,511.25 in Spirit Account
- \$1,758.53 in E-transfer Account
- Cheque from school supplies fundraiser for \$321.39 was made out to Forest Green School. *Action: Leah to cash cheque and transfer funds to Fundraising Committee.*
- Cheque from Purdy's fundraiser for \$193.46 was made out to Forest Green school and Cindy Owles. *Action: Cindy to cash cheque and transfer funds to Fundraising Committee*
- Insurance renewal is due October 1st, 2023. *Sarah motions to spend \$724.44 as per last years insurance rate for the Commercial General Liability (CGL) insurance and to drop our crime insurance to cover \$25,000.00 theft. Cindy Seconds motion. All in favour. Motion carried.*
- *Kerri motions to adopt the treasurer's report as presented. Danielle seconds. All in favour. Motion carried.*

5.0 **Hot Lunch Report**

- October has 80 orders for hot lunch thus far with a total of \$2278.25. \$544.00 outstanding as of September 19th.
- Note that teachers are unable to sign up for hot lunch with their PSD account email.
- Ask leadership group to help with sorting and delivering hot lunches on Thursdays. *Action: Leah will inquire with Shailynn Thompson, the leadership group lead.*

6.0 **Old Business**

- School Supplies Fundraiser debrief – Program ran nicely. Lots of positive feedback from parents and administrators. All orders arrived organized for pickup. Total of 48 orders with a profit of \$321.39. *Action: Aim to have supply lists for June 15th, 2024 in time for the 24-25 school year fundraiser.*
- Mabels Labels – Under 10 orders with a profit of \$77.00. Fundraiser to be left open all year, a cheque will be sent for every \$50.00 profit. *Action: Sarah will head fundraiser throughout the 23-24 school year.*
- Outdoor classroom update – All landscaping and concrete work is finished. Flags are on order, and seating is set to arrive next week. Serge will be meeting with Lean to arrange to move one ga-ga ball pit. Two basketball hoops have been ordered, waiting on maintenance to install.
- Bathroom motivation stickers – Action: Leah and Liz will arrange to meet for bathroom stall measurements.

7.0 New Business

- Meeting Announcements and Attendance Incentives – Meeting minutes and agenda will be posted on the Forest Green School website. Offer of a prize to attendees that come two months in a row – must be in attendance to win. 1 ballot per visit.
- School Year Fundraising Plan – Tabled
- Apparel Fundraiser – Cindy is taking lead on the apparel fundraiser. Alicia Boivin of ABC Design has quoted us as follows: t-shirts at \$18.00 each, available in pink/green/black/grey; hoodies at \$35.00 each, available in grey/black; womens tanks at \$25.00 each, available in grey/black. *Cindy motions that she will reach out Composite High (Scott) to get prices and inquire about the add kindness shirts. If not in contact by the end of next week she will go ahead with the order through ABC Designs. Sarah seconds. All in favour. Motion carried.*
- Halloween Dance – Set for October 27th from 6pm-8:30pm. *Action: Leah to bring in papers to request the gym use to October meeting.*

8.0 Emerging Issues

- 9.0 **Adjournment** – Meeting adjourned at 6:13pm by Keri.