

# Forest Green Parent Council Association

## Forest Green School Fundraising Society

December 3 ,2024

### AGENDA

**Attendance:** Elizabeth D'Arcy (Chair), Roxanne Tremblay (Vice Chair), Danielle Clark (Secretary), Sarah Kaufmann (Treasurer), Miranda Niebergall (Assistant Principal), Heather Evenson (Member at large), Trever Evenson (Member at large)

- 1.0 Call to Order
  - Liz calls to order at 1:10 PM
- 2.0 Treaty 6 Acknowledgement
- 3.0 Approval of November 2024 Minutes
  - Tabled by Liz as they were lost on a broken iPad
- 4.0 Approval of Agenda
  - Motion to approve as amended- Approved by Sarah, Danielle seconds.
- 5.0 Treasurer's Report
  - Spirit Account- \$18,818.77
  - E-Transfer Account- \$1,187.41
  - Sarah will send an insurance check after the postal strike is over, the insurance company has a note left on our file as they have no issue with us waiting to send payment.
- 6.0 Hot Lunch Report
  - 118 orders for December-\$2,471.75
  - 36 orders for January so far.
- 7.0 Old Business
  - Christmas Shop
    - Lot of donations for wrapping
    - We have 50 items in inventory from last year
    - Shopping Tuesday December 10th, we need about 600 gifts
    - Jessica offered to volunteer so we need to reach out to her to see which days and times she is available. Barb is able to volunteer all day December 17th
  - Christmas Concerts
    - December 13th and 19th both afternoon and evening shows, volunteers needed.

- Friday- Heather Roxanne and Liz for afternoon and evening shows, Sarah can help in the evening.
- Thursday- Danielle and Roxanne for the afternoon and evening and Sarah and Liz in the evening.
- Need another call out for baked goods for the bake sale.
- Danielle would like to motion to purchase a cash box from Buck or Two FGFS- Roxanne approves, Heather seconds, all in favour, motion passed
- Grab reusable bags for shopping from the Christmas bin in the storage room.
- Check for VIP seats, draw slips, should be in the filing cabinet, if not Leah can print us more as she did it for us last time.
- Get signs for reserved volunteer seating
- Friday- Roxanne will do the float and Thursday Danielle will do the float
- AGLC 50/50 update
  - Raffle ready to go, Roxanne just needs to submit one more form before we go live.
  - Going live December 4th
- Social Media Changeover
  - Pushed to the end of December, start the new year with the new page.
  - Prize- Blakes Bakery

## 8.0 New Business

- Banking- Signing Authority
  - We need to get Keri Labrenz off of signing authority and add Elizabeth D'Arcy on to the account
  - Signing authority for ATB Accounts, Community Spirit Account 757-00129803801 and Business Saving Account 757-00546836979, operating under the Forest Green Parent Council Association will switch signing members as of December 31st,2024 as follows, Keri Labrenz signing authority will expire at 11:59 PM December 30th, 2024 and Elizabeth D'Arcy will have signing authority as of 12:00 AM December 31st,2024
- Spring Market
  - \$30 table rental, \$20 for bring your own table
  - May 31st 11-3, set up 10am and take down 3pm
  - Need to figure out the cost to rent the gym and how much for Joey's time
  - Food truck for vendors, signs and town permits, Trevor will look into the signs for advertising the market, thinks it might be \$200
  - Short live art auction
  - Possibly look into getting matting kits for the artwork

**9.0** Emerging Issues

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**10.0** Adjournment

- Adjourns at 1:58 PM

Next Meeting: February 4th @ 5:15pm