

Forest Green Parent Council Association

Forest Green School Fundraising Society

GENERAL MEETING

Minutes

May 6, 2025

5:15 pm

In Attendance: Danielle Clark (Chair), Elizabeth D’Arcy (Vice Chair), Sarah Kaufmann (Treasurer), Heather Evenson (Secretary), Leah Andrews (Principal), Kiyomi Zaitso, Brooke McHatten

1.0 Call to Order at 5:12 pm

2.0 Treaty 6 Acknowledgement

3.0 Approval of April 8 minutes

Motion to approve by Elizabeth

2nd by Sarah

4.0 Approval of Agenda

Motion to approve by Sarah

2nd by Elizabeth

5.0 Treasurer’s Report

- \$24,207.66 in Spirit Account
- \$223.06 in e-transfer account
- Hot lunch system account to be renewed for use next year
- Milk costs to be reviewed over the summer break

6.0 Hot Lunch Report

- May 111 orders totaling \$2,844.25

- Hot dog Fridays open until May 26, payments due by then

7.0 Old Business

- Read-a-thon
 - Payments totaling around \$4400 coming, \$3584 of the total received so far
 - Next year to have digital drawing to be projected during assembly to help with hectic atmosphere and make drawing easier, possibly by grade
 - Fewer, higher cost items for prizes recommended next year
 - Barmby and Kuhl winners of class party, teachers to be contacted with choice of pizza, hot dogs, or ice cream
 - Kate Brendan offered her connections with Foothills Creamery (as per email)
 - 11.4L Pails Range from \$52(Old Fashioned Chocolate, Vanilla & Strawberry) to \$62 for fancy flavors (Shark Attack & Cotton Candy)
 - 45 Scoops per pail; approx \$1.16 to \$1.38 per scoop.
 - +\$0.19 per (Sugar Cone) cone. Or + \$0.14 per (Crunchy Flat) cone.
 - Appox \$1.57 per 1 scoop Cone for Ice Cream. (Can bring in Lactose Free & No Sugar Added flavors as well).
 - 1-2 days to order & pick up.
 - Decided on vanilla and chocolate flavors with toppings if ice cream party is chosen by class
 - 3 volunteers needed for parties, teacher to respond with date
- Bookfair
 - Overall, event went well with only minor hiccups
 - Volunteer response appreciated with many coming forward to help
 - Printed coupons for earnings worked well
 - Fundraising owes \$701, cheque being handed over
 - Total sales \$4445, rewards amount \$2116
- Events Playbook
 - Sarah made entry for Readathon, working on entry for How to Be Treasurer
 - Discussed making entries for various events as they are planned
- Bite To Eat
 - If approved, parents to be sent a link to create their own account for their child(ren) on webpage run and paid for by Bite to Eat to avoid FOIP issues

- Suggested deadline for decision to approve or deny by September to be able to send out by October when Hot Lunch program starts
- Tabled pending further discussion
- Soup Time Fundraiser
 - Received from Soup Time and handed out to kids
 - Total \$636, \$424 owed to Soup Time, profit of \$212
 - Suggested to be done in fall next year
- Kiss and Go Signage
 - Danielle unable to progress at current date, will continue to contact town about signage
 - Tabled until next meeting
- K-3 Fun Day/4-6 Track and Field Treats
 - K-3 Fun Day June 24th, 4-6 Track and Field Day May 26th (May 30th rain out date)
 - STEPS class running concession for Track and Field Day
 - Kona Ice investigated, decided more appropriate as a fundraiser in the future
 - Fundraising to provide free hot dogs and jumbo Freezies for whole school June 24th during Fun Day and jumbo Freezies for Track and Field Day
- Grade 6 Farewell/Kindergarten Graduation
 - Grade 6 Farewell to take place June 25th in the afternoon
 - Kindergarten Graduation to take place June 25th in the morning
 - Elizabeth has ordered one chocolate and one vanilla large sheet cakes from Costco and will pick them up for the Farewell
 - Sarah has ordered 42 sugar cookies from a local baker, to be decorated with white grad caps with green tassels and individually wrapped, for the Grad

8.0 New Business

- Signing Authority
 - Signing authority for ATB accounts, Community Spirit Account 757-00129803801 and Business Saving Account 757-00546839679, operating under Forest Green School Parent Council Association will switch signing members as of May 31st, 2025 as follows, Elizabeth D'Arcy signing authority

will expire at 11:59pm May 30th, 2025 and Danielle Clark will have signing authority as of 12:00am May 31st, 2025

- Apple fundraiser
 - To be investigated further
 - Sun Oaka Farms as possible source

- Organizing of shared Google Drive to take place over the summer by Heather

9.0 Emerging Issues

- None at present

10.0 Adjournment at 6:00

Next meeting: June 3, 2025 at 5:15