



Ecole JE Lapointe Parent Advisory Association (Fundraising) - Minutes

November 22, 2023

Attendees: Sean Flanagan, Taralyn Friesen, Christine Thorne, Jen Dubois, Laura Newell, Keith Chizen, Lindsay Wright, Kayla Maynard, Susan Culver, Niki Chwyl, Jessica Smith, Karrie Gomez

1. **Call to order:** 6:55 pm
2. **Review of Agenda**
3. **Approval of the Minutes from October 11, 2023** – *Motioned by Jen, Seconded by Jessica, Carried*
4. **Correspondence:** None

5. Reports:

5.1 Financial Report: See School Council meeting minutes

- An amendment to a funding request from the last meeting – IXL Math Software – the requested amount was \$1,890.00. This funding request was later discovered to have already been approved in January 2023 in the amount of \$2,800.00. Invoice to be paid.
- New cheques are needed as supply is running low. Jessica has made some comparisons between different companies. The most cost-effective option is ASAP Cheques - \$69 for 100 cheques.

Motion was made to spend up to \$110 for new cheques. Motioned by Lindsay, Seconded by Karrie, Carried

- Receipt of bank statements is not timely. Jessica requested on-line banking be set up as it will allow us more timely access to banking information.

Motion was made to get online banking access for our accounts. Motioned by Jessica, Seconded by Karrie, Carried

5.2 Hot Lunch Report: Nothing new to report.

- Karrie will look into asking Bambora about reducing the frequency of deposits into our account. Every transaction in excess of 15 results in a \$0.60 service fee.

5.3 Fundraising Committee Report: None.

5.4 Budget Committee Report:

- Keith Chizen presented – after reviewing expenditures, spending has been approximately \$4,500 to \$5,000 per year on average.
- At this rate of spending, approximately \$5,000 will remain in the account by August 2025, if there are no other one-time large expenditures.

- 6. Casino:** Proceeds received May 16, 2022; to be spent within 36 months.
 Slotted for a casino in Q3 of 2025.
 - Chromebooks – we can use the Casino funds to purchase these.

Motion was made to spend up to \$4,200 for 30 new Chromebooks. *Motioned by Keith, Seconded by Lindsay, Carried*

7. New Business:

7.1 Fundraising Committee

- Jessica will chair the fundraising committee, and Lindsay and Karrie will help.
- Possible fundraiser: Kayla Maynard with Brave Fox Coffee Company.

7.2 Treat for Students

- Discussion of a treat for all students and staff before the Christmas break – total of 600.
- Sean requests that it be on either Monday, Tuesday, or Wednesday, as many students are expected to be away Thursday/Friday.
- Options discussed were cinnamon buns from Sobeys, or donuts from Tim Hortons.
- Karrie and Christine will oversee sourcing and purchasing the items.

Motion was made to spend up to \$600. *Motioned by Christine, Seconded by Lindsay, Carried*

8. Next Meeting: January 10, 2024

9. Adjournment: 7:42 pm

Action Items #	Description	Recommendation / Action	Responsible	Expected date of Completion
1.	Brave Fox Coffee fundraiser	Determine options/pricing & send to Sean for distribution	Kayla & Fundraising Committee	November 26th
2.	Treat day for students/staff	Source and purchase items for treat day	Karrie & Christine	December 18th
3.				