



Ecole JE Lapointe Parent Advisory Association (Fundraising) - Minutes

January 10, 2024

Attendees: Sean Flanagan, Kendall Watson, Taralyn Friesen, Christine Thorne, Jen Dubois, Cynthia Chizen, Leana Didier, Niki Chwyl, Jessica Smith, Karrie Gomez

1. **Call to order:** 6:57 pm

2. **Review of Agenda**

3. **Adoption of the Minutes from November 22, 2023** – *Motioned by Jessica, Seconded by Karrie, Carried*

4. **Correspondence:** None

5. **Reports:**

5.1 Financial Report: Financial Statement from December 2023 was presented.

5.1.1. PAA Account

Current balance - \$30,151.92

Cheques not cleared/funds approved - \$15,892.14

Available funds - \$14,259.78

5.1.2. Casino Account

Current balance - \$8,263.12

Cheques not cleared/funds approved - \$5,340.16

Available funds - \$2,922.96

- New cheques have been ordered; the total cost was \$83.92.

- The cinnamon bun treat day in December went over the \$600.00 budget by \$21.60.

Motion was made to approve the extra funds - \$21.60. Motioned by Karrie, Seconded by Leana, Carried.

- Annual renewal payment for the insurance policy for the directors/officers through Marsh Canada Limited is due, at a cost of \$1,140.16.

Motion was made to remit payment of \$1,140.16 using the Casino funds. Motioned by Karrie, Seconded by Leana, Carried.

5.2 Hot Lunch Report:

- Karrie has reduced the frequency of deposits from Bambora. Deposits will now occur weekly instead of daily. This will save us money on banking fees.

5.3 Fundraising Committee Report:

- The Brave Fox coffee fundraiser has been delayed until February (possibly).

6. **Casino:**

- Proceeds received May 16, 2022; to be spent within 36 months. Slotted for a casino in Q3 of 2025.

7. New Business:

7.1 Year End Food Trucks Event

- Last year, there were 6 food trucks for the event.
- A \$5.00 voucher was given to all staff and students to spend at the food trucks.
- This year, we hope to get 6 to 8 trucks; no main food – only treats/snacks, such as popcorn, shave ice, mini donuts, etc.
- It is expected that students and staff will be given a \$5.00 voucher again this year; students can also bring their own money to spend. The value of the voucher will be set after food trucks have been confirmed and offerings determined.
- The date for this year’s event will be Wednesday, May 29th.
- Jessica and Niki will plan the event, with help from Serena Bondy, who organized the event last year. They will reach out to Serena to get the information from last year.

7.2 Staff Appreciation Event

- A tentative date of June 27th has been set for this year, which is the first staff work day this year.
- Sean will look at other potential dates.
- Karrie will oversee the planning; Jessica will help on the day of the event.

Motion was made to allocate \$750.00 for approximately 40 staff. Motioned by Christine, Seconded by Jessica, Carried.

8. Next Meeting: February 21, 2024

9. Adjournment: 7:35 pm

Action Items #	Description	Recommendation / Action	Responsible	Expected date of Completion
1.	Food Truck Event	Source the food trucks and determine the offerings/pricing	Jessica, Niki & Serena	April 10th
2.	Staff Appreciation	Source a vendor and determine the menu	Karrie	June 27th
3.				