

WHISPERING HILLS PRIMARY SCHOOL FUNDRAISING COMMITTEE MINUTES

March 12, 2024 @5:15pm

1. Call to Order: 5:15pm

1.1 In Attendance: Andrea Bickerstaff, Ashley Benn, Nicolle Chamzuk, Sheena Garton, Shona Hunter, Jamie Percy, Jordan Habib

2. Approval of Agenda

Motion: Ashley motioned to Approve the Agenda. Nicolle Seconded. All in favor.

3. Approval of Minutes

Motion: Nicolle motioned to approve the January 16, 2023 and Feb 9, 2023 email minutes. Ashley Seconded. All in favor.

4. Treasurer's Report

Casino Account Funds Available: \$39027.68

General Account Funds Available: \$3347.88

5. Old Business

5.1 Signing Authority – complete as of January 30, 2024

5.2 Generic Email – Nicolle has set up an account for the fundraising committee to use: whpsfundcommittee@outlook.com. Shona will put it on the website

5.3 Kal-Tire RePlay Fund grant – We did not have enough time to get quotes it in place for this year. In addition, it does not cover installation so will need to also budget school maintenance funds. It has been noted for future years.

6. New Business

6.1 Casino is Sept 27/28, 2024 - Michelle will get a poster done up this weekend that can go on the website to ask for volunteers.

6.2 Request for Funds

Motion: Andrea motioned to spend up to \$11000 on swimming lessons including bussing. Ashely Seconded. All in favor.

Motion: Ashley motioned to spend up to \$2500 on Prairie Gardens field trip including bussing. Jordan Seconded. All in favor.

Motion: Nicolle motioned to spend up to \$3700 on grade three skiing field trip including bussing. Jamie Seconded. All in favor.

6.3 AGLC Adjustments – The AGLC auditor has given us until March 15, 2024 to address the following items:

- During the casino event, the group spent \$251.25 over the allowable amount at the concession (the concession was paid by gaming funds). This overage must be re-deposited to the casino bank account from non-gaming funds. Please complete the deposit and provide a copy of the deposit slip for confirmation.
 - Nicolle will complete.
- The expenses paid for volunteers for the casino event are quite high. Please provide supporting documentation in support of these expenses.
 - Nicolle will complete.
- Payment #184 to First Class Planners was for school agendas. This is not an eligible use of gaming proceeds as per policy 5.10.4e Gaming proceeds must not supplement the operational or capital budgets of the institution or school, such as: personal items (e.g., agendas, yearbooks, personalized uniforms, giveaways, cash or cash equivalent awards);. This amount will need to be re-deposited to the gaming account or an alternate invoice can be provided by the school.
 - Shona will get a cheque from the school to cover this \$3151.47 payment. Then Nicolle will deposit.
- Please provide the bank statement confirming that the \$6,222 paid in error from the casino account was returned to the account in November 2023.
 - Nicolle has completed.

6.4 Brainstorming Fundraising Ideas

- Grocery store gift cards
- Fresh Forward fruit sales
- Smile Cookie (we missed the cutoff this year but they still have our application)
- Seed sales
- Sausage sales
- Cash raffle
- Cash calendar
- Raffle for “best seat in the house” for holiday concert
- Etc

7.0 Date of Next Meeting: April 23, 2024 @5:15pm

8.0 Adjournment 6:09 pm