

Louis St. Laurent Parent Fundraising Association Meeting

November 21, 2023

Attendance: Michelle Dupuis, Amy Kantor, Teri Kantor, Susan Badger, Rosie Scherf, Monique Goodwin, Gerald Barlage, Gill Knuckey, Damara Lopez, Cam Rutten, Erin Carter (online)

Minutes taken by: Susan Badger

Call to order 7:48 pm

1. Approval of agenda
 - a. Reviewed by Amy
2. Approval of Minutes from last meeting (October 21, 2023)
 - a. \$20,000 approved for Chromecart and chrome books. Discussed fundraising for special group activities. (eg. band trip, soccer academy)
 - b. Update on insurance requirements for PFA: ASCA has a partnership with an insurance company to provide insurance to Alberta school fundraising associations. LSL PFA will be using this option.
Motion to accept agenda and minutes by Cam; seconded by Damara.
3. Signing Authority
 - a. Motion to have signing authority for gaming and general account changed: Add Amy Kantor and Gerald Barlage and remove Lindsay Payne Pynten. (2 signatures)
Motion made by Damara; seconded by Rosie
4. Presentation of Financial Statements
 - a. General account (Oct 17-Nov 21) \$19,903.68 opening balance
 - Transactions included Smash Silent auction, raffle box (Smash 50/50), Davidson Orchards apple fundraiser, bottle drive deposits
 - \$17,955.00 current balance
 - Outstanding commitments-raffle box, LSL Smash volleyball, 50/50 winner payout, receipts for last year's grad
 - b. Gaming account (Oct 17-Nov 21) \$66, 956.00 opening balance
 - Only \$36.00 less now
 - Outstanding commitment for Chromecart (\$20,000) means \$46,956 available
 - Must be spent within 36 months (by the next casino)- from August of last year
Motion to accept financials as presented by Cam; seconded by Damara
5. Fundraising plans
 - a. Purdy's profit is \$500 approximately.
 - Royal Pizza in January
 - Feb TBD
 - Purdy's in March
 - Pyrogies in April
 - Salisbury greenhouse-May
6. Proposed Projects or Expenditures-Michelle

Michelle shared information about the priority wish list and other asks from the staff for the benefit of the greater school. 2 requests came forward.

- a. Decal for the 40 passenger bus. Michelle asked what the group would like to see on the bus. Logo options shared were: LSL School, Barons Athletics, Academies (Spark, Soccer, Hockey)
 - Michelle bring cost estimate forward at next meeting
 - b. Drumline equipment: proposal from Music department for the purchase of drumline equipment.
 - Course will be offered afterschool for senior high with expansion to JH next year.
 - **Motion** for \$12, 638 to be paid from the Gaming account to purchase drumline equipment.
 Motioned by Gill and seconded by Damara or Rosie (**carried**)
 - c. Lock n Charger: school is exploring at alternate option to Chromecarts. The school already has a number of Chromebooks without a charging cart. Looking at trialing Lock n Chargers as they are less expensive than carts. Would aim to place one in every second classroom. Cost for one is \$1428.

Motion for \$3000 to be paid from the Gaming account to purchase two Lockncharge
 Motioned by Rosie and seconded by Damara (**carried**)
 - d. Grad committee planning for Grad retreat. Cost is estimated to be \$183 per student.
 - \$3000 is committed from the budget to support grad. Last year the funds covered a grad gift. (buffs)
 - PFA is interested in supporting the receptions at the Grade 9 Farewell and Grade 12 Grad to ensure all students are reached. To be discussed further.
7. Guidelines for Parent, Staff or Student-led Fundraising Initiatives
- PFA executive and Mme Dupuis met separately and drafted a guideline that outlines a proposal for how the PFA will interact with individual group fundraising activities.
 - PFA mandate is to support projects for broad LSL population-not involved in staff, student or parent led individual group; these groups would have to look at working with school admin to carry out their own activities. ECSD administrative procedures are quite specific about activities and how funds are to be raised and managed
 - If fundraising for an individual group, those involved then work with administration, to review what the funds are intended to go towards and how funds will be managed, (for example, shared equally or you get allocated what you earn...) guidelines align with ECSD
 - Responsibility is on the organizers to look after all funds, promotion, work with PFA to make sure there is no duplication. Individuals would be responsible for any AGLC applications and reporting.
 - This document would become a guidelines but not part of our bylaws
 - Promotions of fundraising through LSL email and social media was discussed. Promotion of fundraiser through school email is reserved for PFA fundraisers only.



LSL PFA External
Fundraising Guideli

8. Additional item: Gerald Barlage accepted the Treasurer position.
9. Adjournment at 843pm