



Fundraising Society Minutes

Date	Monday, October 22, 2012
In Attendance	Amanda, Kathy, Janet O., Lindsay, Jenn, Barb B, Deb, Janet W
General Business	
Start Time	6:59
Approval of Agenda	<ul style="list-style-type: none"> Additions – none Approved by – Jenn Seconded by - Janet
Minutes	<ul style="list-style-type: none"> Errors/Omissions – none Approved by – Deb Seconded by - Lindsay
Statement of Accounts	<ul style="list-style-type: none"> Hot Lunch Account – \$9313.59 balance for today. Fundraising Account – \$9786.40 balance for today
Business Items	
Hot Lunch	<p>Lindsay will create an Excel file for Janet to start using as a ledger to be used on a monthly basis to track expenses and income.</p> <p>Amanda makes a motion to create a petty cash fund of \$100 for hot lunch, all funds will be deposited into the bank account. Seconded by Deb. Carried.</p> <p>Health Inspector came today to inspect our kitchen facilities. We got a good review.</p>
Casino	<ul style="list-style-type: none"> Mailbox & address update – We do not require a separate mailbox so will cancel the Fundraising Society box number. Deb makes a motion to change all mailing correspondence to go to WMES at Box 130 for both Hot Lunch and Fundraising. Jenn seconded. Carried. Lindsay has application pretty much complete, is missing the register society papers. Carmelle will know where these are filed. Lindsay will contact her and complete the application.
Classroom Expense	<ul style="list-style-type: none"> Submit teacher requests Lindsay will get checks ready.
Other	<ul style="list-style-type: none"> Create a Checklist for details for each fundraiser to put forth for each year. Amanda - cookie dough. Jenn - magazines. Lindsay – fundscrip. Deb pop machine. Continue on as we go through the year.
Fundraising Efforts	
Pop Machine	<ul style="list-style-type: none"> Deposit of \$202.00 Costs went up by \$1/case. Prices will stay the same.
Fundscrip	<ul style="list-style-type: none"> Send out as an email campaign at both schools. Kathy (WMES) and Barb B (WCCHS) No payments received from FundScrip, will only be paid quarterly. Lots of interest at three-way conferences. Barb still has some left over prepurchased cards, will collect the cash and turn it in to Lindsay for deposit. Jenn makes a motion to buy more cards to make it so we have a \$1000 balance worth of ready available cards for sale from the school offices. Will divide the new cards evenly between the two schools. Seconded by Amanda. Kathy will send Lindsay the inventory lists after Barb sends the remaining cards to Kathy. Orders go in the last Wednesday of the month. Cards arrive the next week. Plan now for Christmas gift giving. Send out a paper campaign in November at West Meadow, and with Report Cards at WCCHS. Jenn will take care of the paper campaign at West Meadow, will have ready for Nov. 16. Deadline on paper campaign will be Friday, November 30. Lindsay will add an order date for Dec. 5.
Cookie Dough Sales	<ul style="list-style-type: none"> Orders will go out on Nov. 12, deadline is November 28. Will have orders available for pick up last week of school in Dec. Amanda will do a note to go with each order and send a copy to Kathy to email out November 16 and put on the website and in November newsletter.
Magazine	<ul style="list-style-type: none"> To date we have sold 170 subscriptions.

Sales	<ul style="list-style-type: none"> • Have met the 100 subscriptions so we need to reward the kids with ice cream. • Amanda makes a motion to buy ice cream in cups from Sobey's. Jenn seconds. Carried. This will be shared with the students after the assembly on Thursday, October 25. • 200 subscription reward is a noon hour dance. Jenn and Lindsay will supply music. • Still have not received the money for the prizes from last year. Jenn will look into this. • Readers Digest prizes haven't been received yet for this year.
Clothing Orders	<ul style="list-style-type: none"> • Amanda will check with Launa about doing this again this year. Would be nice to be able to promote school spirit. Try to have order ready for Christmas.
Other Fundraisers	<ul style="list-style-type: none"> • Vesey's Bulbs • 50/50 raffle tickets • Duck race • Indigo • Tupperware • supper
Supporting School	
Actual amounts to be paid	<ul style="list-style-type: none"> • Classroom expenses
Items to Put on the Website	
Website Items	<ul style="list-style-type: none"> • Magazine sales update • Cookie dough dates from Amanda • Fundscrip from Lindsay
Adjournment	
Next Meeting	<ul style="list-style-type: none"> • November 26 – 7 p.m.
Adjournment	<ul style="list-style-type: none"> • Adjourned by Janet at 8:15 p.m.