

Ecole Notre Dame Elementary

Parent Fundraising Association Meeting Minutes

October 9, 2024

Minutes by Brittani McDonald

Attendees: Kelsey Hynes, Sarah Petryshyn, Jill Charrois, Brittani McDonald, Colleen Van Brabant, Noreen Radford, Michelle Baril, Lorne Pedersen, Monica Langmaid, Kerri Roberts

1.0 Call to Order

- Meeting called to order at 7:02pm

2.0 Approval of Previous Minutes

- Approval of September 2024 minutes by Jill Charrois, seconded by Kerri Roberts

3.0 Approval of Agenda

- Additions:
 - Add Healthy Hunger update to 4.3
 - Add Little Caesars update to 4.4
- Motion to approve agenda – approved by Kerri Roberts, seconded by Jill Charrois

4.0 Reports

4.1 Treasurer – Sarah Petryshyn

- The ability to online bank has now been set up.
- Access to QuickBooks has been cancelled.
- Signing authority has been updated.
- Current balance in fundraising account is \$5,355.

4.2 Chair – Kelsey Hynes

- Engagement Activities – hoping to have two activities for the year
Past activities:
 - Christmas open house
 - Dance – was a popular activity; will do again in JuneIdeas for future activities:
 - carnival
 - movie night with concession and a preorder pizza option – can only charge for concession/food, not for admission to the movie – will tentatively book for sometime in January or February.
- Staff Appreciation – planning for May – past ideas: potluck, goodie bags with requested items (coffee, snacks, etc.)

4.3 Healthy Hunger – Jill Charrois

- Asking that all students' desks be labelled to avoid confusion or misplacement of food orders.
- Moving forward, will probably only have blizzards available for dessert from Dairy Queen

4.4 Little Caesars – Kerri Roberts

- Online orders have raised \$624 so far – Kerri is waiting to be reimbursed funds as she pays via her personal credit card.

5.0 PFA Bylaws

- Bylaws have been digitized by Kelsey Hynes.
- Bylaws to be reviewed and amended, if necessary, at November meeting.

6.0 Fundraising calendar for the year

- Plan for a fundraiser between now and Christmas, one between February and April, and one from the end of April to beginning of June.
- Will try to coordinate with other programs and schools to avoid same fundraisers or overlapping times.
- Some fundraising options include poinsettias for Christmas, Souptacular, Mom's Pantry, a jerky or sausage option, Happy Hippo Bath Co., Growing Smiles, DFS Canada, and The Mixing Spoons.
- Motion to move fundraisers to a Google form (rather than paper) and make payments through e-transfer – agreed to move to Google form while also keeping paper copies available in the office; payment options to be cash, cheque, or e-transfer – approved by Jill Charrois, seconded by Kerri Roberts

7.0 Adjournment

- Meeting adjourned at 7:47pm.

8.0 Next Meeting

- November 20, 2024 at 6:30pm.