

Prescott Learning Centre Fundraising Foundation Monthly Meeting

Minutes – March 9, 2022 - 6:30 p.m.

1. Call to order @ 6:34 pm by Lacey Clark
Attendance: Lacey Clark, Gaylene Hart, Amber Lafitte, Courtney Luke, Kendra Long, Bryn Spence
Online: Kevin Yaseyko (left after Hot Lunch discussion) and Leigh Maxwell
2. Review and Approval of the Agenda
Approved by Amber, Courtney seconds.
3. Approval of the February 2022 Minutes, as presented
Approved by Gaylene, Courtney seconds.
4. Treasurer
Financial Report – Lacey
 - \$83,632.26 total of both accounts. Hot lunch funds delayed until end of term and Sweetness Cookies of \$279 is also not yet added .
5. Hot Lunch
Update – Kevin
 - Second session will run from March 31 to June 15, using Boston Pizza, Jacks Drive-In, Pizza 73 and Dairy Queen. Squares from Scratch will provide sides for second session, and honour their pricing of \$1.50. However, they are away for two weeks and we will be using Sobey's for the assorted fruit (\$1.50) and veggies (\$2.00) sides (better assortment and larger – good trial run). Kevin is going to be picking them up this session.
 - The menu hasn't been finalized, as Kevin is waiting on a few answers, but will put a motion out in the coming week.
 - Possible challenge finding Famous Amos cookies. Kevin might look at moving to Dad's oatmeal cookies, as they are easier to get and less expensive.
6. Fundraising Updates
 - (a) Little Caesar's - Amber
 - Made \$1,248 less \$50 freight = \$1,198 (plus they gave us 8 pepperoni pizza kits and 1 crazy bread kit).
 - Delivering between 9 – 10 am on March 14th.
 - Bonus kits possibly slated for playground grand opening (Amber to check on expiry).
 - Four prize jars will be set up at pick-up, in which those who sold 5 kits or more get to enter: (1) lunch with the principal x2 (Bryn covering the cost); (2) treat for your entire class x2 (Amber covering the cost); (3) Two Booster Juice vouchers x2 (had left over); and (4) \$15 Gift Cards (decided on McDonalds) x2.
 - Amber motioned to use \$30 to purchase the gift cards. Kendra seconds, all in favour, motion passed.
 - (b) Sweetness Cookies – Gaylene
 - Sold 40 kits, with a profit of \$279. They have been delivered to Gaylene directly already.
 - (c) Schedule of volunteers for March 14th pick-up
 - Bryn confirmed the small gym is booked for the day.
 - Pizza delivery between 9 – 10 am. Noon sort and 2-6 pm pick up. Gaylene, Kendra, Lacey, Courtney and Kristin available to help.



Prescott Learning Centre Fundraising Foundation Monthly Meeting

7. Read-a-thon
 - Currently raised over \$20,000. Bryn advised the company takes 20%, but have been managing everything, have given the school prizes and are great to deal with.
 - Bryn will use his budget to buy additional shelving (expensive) for all the new library books and games.
 - Since we will no longer need to top up the library donation to \$5,000, we will be providing funds for additional prizes/lunch. Mrs. van Beek to let us know what she needs.
 - The tax receipts provided for donations are not tax deductible, as they are a *for* profit organization.

8. School “Wish List”
 - (a) Art supplies
 - Bryn will check whether these have arrived yet.
 - (b) Gym crash mats
 - Bryn will price out, but believe the big ones required will amount to around \$5,000.
 - (c) Outdoor classroom
 - We applied and then it was sent to Bryn. Bryn received, approved and submitted it from his side of things.
 - Contest closes May 17, 2022 and includes everything needed for an outdoor classroom for 20 students. <https://outdoorclassrooms.com/>

9. Third Quarter Fundraising Updates
 - (a) Write-on Stationary
 - Nicole B is setting this up, but needs the class supply lists.
 - Bryn will work on those this week.
 - (b) Gift Cards - Courtney
 - Courtney advised that the gift cards are not for all the stores listed, but rather you have to choose one specific store.
 - Agreed to scrap this.
 - (c) COBS Bread - Gaylene
 - We get 5% back, paid out each year at the end of June.
 - COBS advised things have been slower than usual, due to Covid.
 - Easy fundraiser. Gaylene motioned to set it up as an ongoing fundraiser. Courtney seconds, all in favour, motion passed.
 - (d) Booster Juice - Gaylene
 - We have been approved. There is minimum order.
 - Gaylene will double check the numbers and put out a motion by email.
 - (e) Golf Tournament – Courtney
 - Courtney had one volunteer step forward (Kyla). Kendra also offered to help. They will organize a meeting shortly.
 - Courtney working on the poster and will start advertising soon, given it is scheduled for May 28th.
 - Do we need a motion for the details, since we are carrying it over from the last golf tournament? No.
 - Courtney will confirm all past donors from the last tournament that was cancelled.
 - Courtney inquired about the pricing, as it appears the Ranch has raised their prices slightly.
 - Discussion over payment; we will not be using Eventbrite, but can set it up on Hotlunches.net as well as accepting EMTs. Courtney will work on a Google form. Should there be any concerns over companies wanting to pay by credit card we can process that through our Square.
 - (f) Yearbook
 - Bryn advised we accidentally charged cost for yearbooks last year, so no profit. We will increase the cost this year by \$5 per yearbook.
 - Bryn isn't sure whether custom covers (i.e. students can submit their art work) are allowable, but will look into this.



Prescott Learning Centre Fundraising Foundation Monthly Meeting

10. Staff Appreciation (Bryn left the room for discussion)

- Nicole Rentz-Tilki purchased \$700 in gift cards from Love Pizza (\$10 for each staff member).
- Staff Appreciation is May 3rd and we will give the gift cards to the staff, along with a custom made card. All members of PLCFF and Council will have their children write a special message/picture (generic with no names) and provide them to Gaylene before the end of April so that they can be collaborated into a card and printed.
- Lacey will look into setting up our own account with the Print Shop.

11. Playground Grand Opening

- Gaylene will head a committee for the grand opening in September. Courtney and Amber to help.
- Keep Council in the loop/involved.
- Discussion whether we should have it during the daytime with select children (i.e. for Searle, Blue Cross, etc. to attend) or outside of school hours. Consensus was to put out an invite to all families/children and donors that would like to attend on a weekend and bring in a food truck/BBQ.

12. Playground

- Vertex Climber has been ordered in the bright green and tan colour and will be installed before the grand opening.
- Serge will be at our next meeting to ensure all charges are correct.
- Discussion over donor recognition (revisited approved donor scale from May 2021 Minutes). Simply add a plaque (can have the three different scales/sizes on one plaque) to one of the metal benches already installed to reduce costs? Bryn mentioned we can also attach it to the exterior wall of the school near the playground. Leigh mentioned possibly painting Blue Cross' logo on one of the benches. Amber, Gaylene and Bryn will look into options.

13. Round Table

- Courtney mentioned that the website needs to be updated, including adding information for the golf tournament.
- Gaylene will touch base with Nicole B. to see if it can be updated. We need to keep it for grants, etc.

14. Adjourn – Lacey adjourned the meeting at 7:51 pm. Next meeting **Wednesday, April 13, 2022.**

