

# Prescott Learning Centre Fundraising Foundation Monthly Meeting

## Minutes – April 13, 2022 - 6:30 p.m.

1. Call to order @ 6:31 pm by Lacey Clark – Welcome and Introductions  
Attendance: Serge Labrie (left after his playground discussion), Lacey Clark, Gaylene Hart, Amber Lafitte, Randie Dodman and Kristin Baylis
2. Review and Approval of the Agenda  
Approved by Amber, Kristin seconds.
3. Approval of the March 2022 Minutes, as presented  
Approved by Gaylene, Lacey seconds.
4. Guest Serge Labrie
  - He is not happy with the completion of the playground, as they spun the playground so that the rubber does not meet the sidewalk like it was meant to for accessibility. There is also some grading issues.
  - If he has funds left from the modulars that are being installed, he hopes to use that to tie in some additional rubber to the sidewalk, or look into some other options.
  - He advised that the land is jointly used between the City and Parkland School Division (“PSD”). The City grading issues has caused some remediation work to be required, including building up the north border of the playground and adding wood chips to level it off.
  - He will look into these matters after the modulars are installed, which are meant to be delivered in May, taking into consideration the weather, student safety and to ensure no damage is done to the field (some are being driven in, while others are being delivered using a crane). They will be hooked up in the summer before school begins and then will remediate the deficiencies (with PSD funds) hopefully prior to September 2022.
  - Gaylene inquired how to go about the installation of the Vertex Climber, once delivered, and Serge confirmed that Playquest can call him to arrange everything.
  - Amber inquired about the bench relocation charge on Playquest’s quote for the Vertex Climber/install, given the bench was installed where the Vertex Climber was meant to go. Serge suggested we ask Playquest to break out the cost of that relocation separately and push back on the cost (or we can contact Serge for assistance in that regard).
  - Serge confirmed that installing the Vertex Climber in the summer is fine from PSD’s perspective.
  - Serge also confirmed that if we do get the rubber grant, Bryn can call Serge to arrange everything.
5. Treasurer
  - (a) Financial Report – Randie
    - \$91,253.51 in total for both accounts. Miscellaneous general expense of \$30 is the gift card prizes for Little Caesars fundraiser. The Sweetness payment is shown on the February 2022 accounting.
  - (b) Hot Lunch Session 1 - Financial Report
    - Lacey confirmed that another hot lunch transfer needs to be made.
6. Hot Lunch
  - (a) Update – Lacey
    - Sobey's fruit/veggies were a much better variety and went well.
    - Gaylene asked how Jacks went. Lacey advised that there were issues with the writing/labelling rubbing off due to the packaging used, they didn't provide enough condiments/jam, and what was provided was not accurate compared to the description. Kevin will be following up with them for future orders.
  - (b) Early renewal for Hotlunches.net website
    - We get a discount if we renew early. Gaylene will review the invoice and email a motion for the renewal.



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## 7. Fundraiser Updates

### (a) Little Caesar's - Amber

- Again, we made \$1,198 and are waiting for the cheque, which has now been mailed.

### (b) Little Caesar's – Remaining bonus kits

- Amber confirmed we have 8 boxes (containing 3 pizzas each) of pepperoni pizza kits and a crazy bread (also containing 3). They are only good in the freezer for up to 95 days.
- Lacey advised that there seemed to be a mix up with people who picked up late through the office, as we have extra kits. However, nobody has mentioned anything about being shorted on their order and it's been a month.
- Discussed the challenges over using them for the teachers or the track and field concession, given they need to be cooked. Suggested possible raffle. Amber to email Bryn to see if he has some suggestions.

### (c) Little Caesar's - Prize draw update

- Lacey and Courtney drew the winning names the evening after pick up and gave all the names and prizes to the office. They announced them over the announcements and all prizes have been distributed.
- Discussion over announcing the winners on Facebook, and decided against it given the passage of time and the announcement at the school.

## 8. Third Quarter Fundraiser Updates

### (a) Write-on Stationary

- They have been provided with our school supply lists and are entering them on their site.
- They will be opening orders for June 1 – July 31, 2022 (with the possibility of reopening it at the end of August, as was done last year).

### (b) Booster Juice – Gaylene

- Coupons have arrived and were added to teacher's mailboxes today.
- Sold 44 coupons so far.

### (c) Track and Field Concession on May 10 - Lacey

- This will be a full (very busy) day requiring 4 volunteers, with times to be determined.
- It's not a great day for Lacey to be onsite, Randie and Kristin volunteered.
- Michelle put together a list last year of the most popular items.
- Lacey may need help shopping and will let us know. Kristin suggested the Costco Business Centre, as you can get specific flavours rather than variety packs.
- Lacey will speak with Bryn to see if we need to set up tents (last year Carson already had them set up).
- **MOTION** by Lacey to purchase up to \$1,000 in snacks (last year's profit was \$1,200). Randie seconds, all in favour - motion passed.

### (d) Blizzard Day Proposal

- Discussed Tuesday, May 31 and Monday, June 13 to capture Kinders and not have them on hot lunch days.
- Lacey will get Kevin to confirm Dairy Queen's availability and will then confirm dates with Bryn.

### (e) Freezie Friday

- In the past we have set up two tables outside by the gym doors (inside if the weather is poor) at lunch recess and averaged around \$300 a day.
- Kristin advised she has Fridays off so can help.
- We usually freeze them in the Servery freezer (although there have been some space constraints lately due to the Forgotten Lunch program) and then use the school's cooler bags with ice to sell them.
- Discussed May 27<sup>th</sup> to the end of school (5 Fridays). Lacey will confirm this with Bryn.

## 9. Staff Appreciation - Gaylene

- Reminder that messages/artwork need to be into Gaylene for the cards by April 22<sup>nd</sup>.



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## 10. Playground

### (a) Donor Recognition Sign

- Amber advised that we have approached Behrends to provide different options and quotes for a donor sign (*i.e.* use the existing benches, wall of the school or stand-alone). She needs to coordinate with Bryn to access the area fenced off to get a full photo and measurements.

### (b) Should Golf Tournament sponsors be included on recognition sign

- Discussed and agreed not to include them (even though the proceeds were designated for the playground), as they get their sponsorship recognition in the golf tournament marketing. Also, we don't have proper records for the first couple of tournaments.
- Gaylene mentioned that if that is the case, we need to remove two of the donors from our tentative list provided to Behrends.

## 11. Golf Tournament

### (a) Update – Lacey

- Nobody has registered yet. If we don't have any registrations soon, we may need to re-evaluate and scrap the tournament and eat up the deposit (or see if we can get a portion of our deposit back).
- Discussed how this should be marketed since we aren't raising funds for the playground. Agreed, after looking at the school's "wish list" that the next logical fundraiser would be the outdoor classroom.
- Amber will look into getting some quotes for the outdoor classroom.

### (b) Motion to cover cost of lunch for volunteers

- **MOTION** by Gaylene to spend up to \$200 for lunch (at a cost of \$40 each) for the volunteers. Randie seconds, all in favour - motion passed.

## 12. Christmas Fundraisers

- Discussed whether we want to start reaching out to a supplier for Christmas Whoville trees.
- Amber suggested we don't use Kiwi due to the quality.
- Agreed to revisit this in September and see if we can find someone local that can compare to Tickled Floral a few years back.

## 13. Round Table

- Lacey advised that Nicole is working on updating our website, but has been delayed due to some hosting issues she has run into.
- Gaylene inquired what everyone thought of the email we recently received regarding an apple fundraiser. Consensus was that it wouldn't be a great fundraiser for our school

## 14. Meeting End – Lacey adjourned the meeting at 8:22 pm. Next meeting **Wednesday, May 11, 2022.**

