

Home and School/ Auction Meeting Minutes

October 8, 2024

St. Catherine School Library

Meeting called to
order at 7:00 pm

Chaired by: Amanda Anderson

Record keeper: Michelle Rodgers

Attendees: Amanda Anderson, Josh Gatner, Leslie Martin, Lenae Brilman, Christy Godlonton, Amy Vander Heyden, Michelle Rodgers, Gabi Kolk, Alyssa Murray, Chelsea Vander Heyden, and Marla Cote.

Agenda item: Treasurer Report

Leslie Martin presented a treasurer report including Home and School Association's current balance and any funds debited. Home and School Association's current balance is \$66,161.40. There has only been one expense out of the account since the previous meeting on Sept 10th. We are still waiting to hear if we have been approved for the CIP grant of approximately \$14,997. Leslie had no other news to report.

Agenda item: Hot Lunch

This writer, Michelle Rodgers began the hot lunch discussion by requesting feedback about the proposed hot lunch schedule that was posted in a word document on September 17th on the What's App chat group. This tentative schedule for the school year focused on supporting local businesses for expenses and meals, incorporating previous meals that were well liked and cost-effective and booking meals on different days to allow Parents/Caregivers the flexibility to volunteer around their work schedule. There were no suggestions or concerns regarding the schedule.

This writer continued by reviewing the previous hot lunch, hot dogs and vegetable cups on September 23rd. As the hot lunch coordinators are new to the position this year and were provided with no notes/information from previous years, there were some learning curves and hurdles but overall, the lunch was well-received. Some things learned from the lunch are as follows. Do not book hot dog days on Mondays when the bakery is closed. Having students come get hot dogs at 11:30am, prior to the scheduled lunch break to ensure everyone has time to eat prior to recess. Jackie Elashuk provided some excellent tips regarding prepping hot dogs from previous years. She suggested setting up two sets of tables to increase the flow of traffic and allow older students to put on their own condiments. She also suggested rolling hot dogs in napkins ahead of time so it's easier to hand them out and she had students help her prepare them ahead of time. We really liked these ideas and would love to incorporate students in prepping/serving some food if possible. This helps to empower them and teach life skills plus provide our team with extra helping hands.

For the upcoming potluck on Wednesday December 11th, we will provide buns and protein and will request divisions to bring in sides or desserts. This can be decided at the next meeting however we

requested feedback regarding the protein. The Cactus in Picture Butte provided us a quote for proteins to be prepared - \$4.95 per person for turkey or \$2.95 per person for ham, these are both 5-ounce portion. The other option is to purchase spiral hams from Costco and have members cook them at home, fill a roaster and bring them into school. Everyone in attendance voted and is in favor of cooking hams in-house to save some funds.

Amy Vander Heyden continued the hot lunch discussion by highlighting some feedback she received regarding other schools offering 2 hot lunches per week. Dorothy Dalglish School has Subway deliver once a week. Parents are required to order each month and pay directly for this meal. Amy will investigate what days they deliver to see if we can offer the same program to our school. DDS also offers hot lunch ordering through School Cash, even if the lunch is free. This would allow us to have more specific quantities, less waste and limit the paperwork for teachers and parents. Josh will discuss this with Margaret and follow-up with Amy regarding our school's ability to incorporate the school cash into hot lunch planning.

Agenda item: School items requiring additional financial support

Associate Principal Josh Gatner paraphrased requests from a recent email sent, in which he requested additional support from Home and School Association for the following items. The grade 9 field trip, after all expenses, ended up being \$27 over budget. The Home and School Association sponsored back to school BBQ final cost was \$1059.35 which is significantly more than the previous year, due to the increase in costs of food from inflation. Home and School Association had only budgeted \$700 for this event, as that was the approximate cost last year, however, a previous motion did agree to cover the costs of the event fully therefore this is something that will require altering for next year's budget. This event was well attended with very little food wasted and a great opportunity to welcome families back.

The school is preparing for the Academic Awards on October 24th and after reviewing last year's expenses they had a loss of nearly \$200. They would prefer not to be in this situation again and are requesting an increase in funds for these items. The school gives \$10 for top academic award and \$5 honorable mention for each subject, estimating they will give \$345 this year. They spent approximately \$150 on plaques and \$130 for doughnuts which will also increase this year due to inflation. There are also year end awards such as Valedictorian and Christian Living plaques included in this budget line item. Josh would prefer to be proactive and increase the financial support for these items, for this year and future budgets.

Finally, the school has tentatively booked guest speaker Ian Porteous for a half day workshop called "Cultural Wheel" for the entire school for October 19th. This experience brings Metis music and dance to the school through three-leveled workshops in a whole-school gathering. Mr. Porteous has provided workshops for the school before that have been well-received and he is offering us a significant discount for this date. Josh is requesting Home and School Association cover the entire cost of this workshop of \$1312.50 Christy Godlonton made a motion to spend the \$1312.50 to fund bringing in Ian Porteous Cultural Wheel workshop to our school. Seconded by Michelle Rodgers. Everyone in attendance voted in favor.

Agenda item: Auction positions and details

Amanda began discussion regarding the upcoming auction by confirming the dates chosen, that must be approved by the Holy Spirit Catholic School Division (HSCSD) prior to booking. Saturday April 5th, 2025, is preferred with Saturday March 29th, 2025 being the backup date. Amanda will create the donation

letter and email to the HSCSD as soon as possible so it can be approved by the school division then dispersed to members at the next meeting in November.

Next positions were assigned to those who were in attendance and interested in fulfilling them. Such positions are as follows:

Auction Chair: Marla Cote and Chelsey Vander Heyden

Banquet: Marla Cote and Chelsey Vander Heyden

MC: Christy Godlonton & Guest

Treasurer/Float: Leslie Martin

Donation Seeker/Donation packages: Not filled

Ticket Sales: Amy Vander Heyden, Leslie Martin & Gisele Stroeve (tentatively)

Setup: Lenae Brilman, Kayla Schooten

Decorations: Lexi Paskal

Clean-up: Erin Mulder, Amy Vander Heyden, Lenae Brilman, Kayla Schooten

AGLC: Christy Godlonton

Wine/Bar: Christy Godlonton

Inventory/Control Sheets: Michelle Rodgers

50/50: Amanda Anderson

Games/Photo booth: Chelsey Vander Heyden

Thank-you cards: Amy Vander Heyden

Cash out tables: Not filled

Amanda moved on in the discussion and stated she would post whatever positions do not get filled on the group chat to try to find someone interested. Discussion regarding the cash-out tables began. Individuals who previously worked in this position were completely overwhelmed and were busy at the tables for the entire evening once supper finished. It was suggested there be a 30-minute window once the live auction closes for checking out and then a one-hour window after the silent auction window closes for the check-out to be open. It was also suggested that there be 4-6 pairs of people assisting with checking out to ensure better efficiency. Everyone was asked to investigate different suggestions to assist with this flow of totaling donors' amounts and checking out, including paying with e-transfer, a online platform to tally totals, etc.

Chelsey Vander Heyden asked a few clarifying questions for her role. She inquired if we need to stick with LA Chefs or if we could use a different catering company. Everyone in attendance agreed that shopping around would be beneficial for the success of the event. LA Chefs was quite expensive and additional, unexpended costs arose closer to the event. Such expenses include renting wine glasses, water dispensers etc. Chelsey agreed to obtain a few quotes for the requested dates and bring them to the next meeting. Chelsey inquired if games were needed or if a photo booth could be incorporated instead/as well. Everyone in attendance agreed that a photo booth is a great idea. Amy Venden Heyden inquired about the maximum capacity for ticket sales. The max capacity is 355 people for the gymnasium but 250 is comfortable for a seated dinner with round tables. Some discussion was held about switching to rectangle tables to increase capacity however no decisions were made.

Action Required

Tasks to be completed	By whom	Date completed by
Look into adding Lunchbox to our school cash for increased convenience.	Josh Gatner will discuss with Margaret Lowen and follow-up with Amy Vander Hayden	Prior to next meeting
Finalize the donation letter and request confirmation for event date of April 5 th , 2025/March 29 th , 2025 via email to HSCSD for approval.	Amanda Anderson	Prior to next meeting
Post un-filled position of Donation seeker on chat to ensure filled by next meeting to ensure donation packages can be prepared and sent out.	Amanda Anderson	Prior to next meeting
Obtain quotes for catering services.	Chelsey Vander Heyden & Marla Cote	Prior to next meeting
Brainstorm payment and online donation tracker options that may be available.	Everyone. Michelle Rodgers	Prior to next meeting
Confirm that Gisele Strove is interested in assisting with Ticket Sales/seating chart again.	Amanda Anderson, Marla Cote	Prior to next meeting

Next Meeting: November 19th, 2024 at 7pm

Meeting adjourned: 8:08pm
