

Home and School/ Auction Meeting Minutes

December 10th 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, Marla Cote, Lenae Brilman, Michelle Rodgers, Gabi Kolk, Chelsea Vander Heyden, Alyssa Murray, Deanna Brilman, Dorothy and Mindy Caruso.

Agenda item: November meeting minutes

This writer, Michelle Rodgers asked if everyone was able to review the meeting minutes completed from the previous Home and School Association meeting on November 19th. Anyone who read them agreed there are no edits or amendments to make, therefore Leslie Martin made a motion to approve the meeting minutes as presented.

Agenda item: Treasurer Report

Leslie Martin presented a treasurer report including the Home and School Association's current balance and items that have been withdrawn. The current balance is \$60,150.32. An EMT for \$1155 for Eddies pizza hot lunch in November was the only debit for this reporting period. 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. Gabi Kolk made a motion to approve Leslie's treasurer report as presented, seconded by Chelsea Vander Heyden – all voted in favor.

Agenda item: Hot Lunch

Hot lunch coordinator, Michelle Rodgers began by reviewing the previous hot lunch, Eddies pizza on Monday November 25th. Everyone enjoyed the pizza, and we only had two Hawaiian pizza's remaining, which were left with Sarah to send home with a Family. We ordered 50 pizzas, divided by cheese, pepperoni and hawaiian for a total cost of \$1155, which included a 10% tip. When picking up the pizzas the debit machine prompts a tip and we were unsure if we should, however the staff indicated that we usually tip. Gabi added that most restaurants make a mandatory gratuity for large orders, and everyone agreed that it was acceptable. The price has increased from previous years, and we were not provided with any discount. We were happy to support a local business, who often donate towards our Auction Fundraiser, however, will investigate another local pizza option this spring. Going forward we will also order slightly less Hawaiian and more pepperoni.

The upcoming meals for the school will be Beef on a bun from Berts on January 23rd and spaghetti on February 4th, 2025. We will need additional volunteers so please reach out to Lenae Brilman to sign up.

Although we have been planning hot lunches to be more economically reasonable and wasting less food, we would like to continue to offer free hot lunches for the remainder of the year and are requesting to increase the hot lunch budget by an additional \$2000 this year to ensure we do not run a deficit. It has been wonderful to welcome everyone to hot lunches, ensuring all students have food available to them as well as the added convenience of no order forms for the teachers to organize. For the new year we would like to continue to offer healthy, filling lunches. Booster Juice is always a favorite but very expensive. We are hoping if we order in bulk, for example - 3 types of smoothies and wraps, this may be more cost effective and minimize the order mix-ups that have happened in the past when ordering from them. We also considered just ordering smoothies and offering grilled cheeses along with Booster juice smoothies to be more cost effective. Everyone agreed Booster Juice is well liked by their children and would be nice to offer.

Gabi Kolk made the motion to increase the Hot Lunch budget by \$2000, seconded by Marla Cote. Everyone in attendance voted in favor

Agenda item: New Business

Amanda Anderson began the discussion of new business. The School Council has requested \$300 for the year to sponsor PreK and Kindy Teas to purchase snacks, coffee, tea and or a Keurig. This writer, Michelle Rodgers made the motion to give \$300 to School Council to sponsor PreK and Kindy Teas, seconded by Lenae Brilman. Everyone in attendance voted in favor.

Agenda item: School Report and/Requests

Associate Principal Josh Gatner attended on behalf of St. Catherine School. We do need to spend or allocate funds to budget items that were raised from the last auction, by the end of this school year. This ensures funds raised are being utilized appropriately and we are fulfilling our obligations to donors. During this reporting period, Josh requested a meeting with Home and School Association members, particularly Treasurer Leslie Martin, to review the actual amount that needed to be spent still. Leslie graciously met with Josh and Dan and following that meeting, they are requesting a few motions be made regarding past decisions and to update the current budget to reflect inflations with accurate amounts. The following motions were made by Leslie Martin, seconded by Lenae Brilman. Everyone voted in favor.

- Adjust the “Year End Pool” budget from \$600 to \$300
- Adjust the “Swimming Lesson” budget from \$10/student to \$400/class (\$1600 total)
- Create an “Overages” category of \$2000 that the school may pull from to cover over-budget expenses from other categories without needing approval
- Create a “School Presentations” category of \$3000
- Adjust “Faith Days” budget from \$250 to \$500
- Amend previous motion to book Marco Corbo presentation for \$1500 to \$1575 to include GST expense not included in quote.

After amending the current budget to reflect the changes, it was determined that approximately \$20,000 needs to be spent or allocated to budget line items. Josh continued by referring everyone to the handout provided that included survey results that 13 St. Catherine's staff completed. The survey included all items staff had identified as items to add to the school to optimize the students' learning experience. Each member of staff indicated their priority on a 3/2/1/-1 scale. Below is the list of highest to lowest staff priority with an approximate cost to fulfill the request.

32 pts - Money for new library books. This cost could vary widely, but I might suggest a cost of approximately \$1500.

31 pts - Doubling the amount available to take students on field trips (From \$500 a class to \$1000 a class); This would cost approximately \$5000.

30 pts - new guitars to replace some of our damaged older ones (5-6). This would cost approximately \$3000.

26 pts - Purchasing four new Sewing Machines to support our Fashions option class at \$500. This would cost approximately \$2000.

26 pts - Theatre Lighting System. This would cost between \$5000 and \$10 000 depending on the system.

25 pts - Purchasing a class set (25) Ukuleles. This would cost approximately \$7500.

22 pts - Support for art supplies to allow students access to more costly techniques. This would cost approximately \$2000.

16 pts - Additional student Xylophones (Alto wooden Xylophone, 16 bar, at \$720/unit); This could cost approximately \$15 000 for a class set.

Additional items that staff requested are but are not included in our previous fundraising letter, including games painted on the concrete outside classroom. Install a covered area outside of classrooms. Another set of iPads or touch chrome books. A mini electronic score clock for volleyball or basketball that sits on a table. Cricut - it really does need its own rolling storage cart, so it doesn't take up counter space + a heat press/ mat if we want to use its potential (for things like t shirts - especially if we're going to use them to do things like badminton/play t shirts). A storage unit would be great to have since our shed is so full. Repairs to stage, risers and stairs, no idea on cost. Electronic Sign, "Saints" gear to be purchased and given to staff and community volunteers who coach, supervise etc. Marla Cote agreed she could look at the fundraising letter for the upcoming auction and edit if needed to include these items. It was also agreed upon that a digital/table score clock and theatre lighting system could be "big ticket items" to fundraise towards for the upcoming auction. These are also capital improvements that require approval from the Holy Spirit Catholic School Division and therefore will take more time to execute. Another item that was brought up from the teacher's survey was obtaining a set of smaller kid's basketballs, Josh stated he should be able to utilize funds from the PE account to purchase these.

After much discussion the following motions were made. Michelle Rodgers made the motion to spend \$3000 on library books, seconded by Gabi Kolk. Everyone voted in favor. Alyssa Murray made a motion to double the amount each class has available to take students on field trips from \$500 to \$1000, totaling approximately \$5000, seconded by Michelle Rodgers. Everyone voted in favor. Gabi Kolk made a motion to spend \$3000 on purchasing new guitars to replace some of our damaged older ones, seconded by Alyssa Murray. Everyone voted in favor. Gabi Kolk made the motion to spend \$2000 to purchase four new sewing machines to support the Fashions option class, seconded by Alyssa Murray. Everyone voted in favor.

Agenda item: Upcoming Auction

Auction chair Marla Cote reported that auction planning is going well. Prime Catering is booked but requires a \$500 deposit to hold the date. Wacky Shots also requires a deposit to hold the booking of \$412.50. Leslie will work with Amanda to provide Marla with these cheques. Marla continued by reporting Dueling Pianos had gotten back to her and quoted her higher than previously expected at \$2450 for 2.5 hours of showtime. An additional \$350 for them to provide music during supper. Everyone in attendance voted in favor of hiring them for the \$2450 but utilizing our new sound system for music during supper and any additional time. They may require a deposit, but Marla will follow up.

Marla inquired at ATB Financial in Picture Butte about volunteering their time to assist with checking out guests at the Auction Fundraiser, however, has not heard back yet. She will continue to investigate this. Alyssa Murray inquired if a Rotary Club or something alike may be interested in volunteering to assist for a free meal or experience. She will contact the University of Lethbridge to see if there may be a club interested in volunteering.

Next Chelsea Vander Heyden requested feedback about the timeline for the event. After some discussion it was decided doors should open at 5pm, dinner begins to be served at 6pm, live auction 8-9pm, dueling pianos 9-11:30pm. A fun playlist can be set up and played over the sound system from 1130pm onward. Everyone agreed this would be best to ensure everyone has time to get food and eat before the live auction starts.

Action Required

Tasks to be completed	By whom	Date completed by
Continue to facilitate and offer hot lunches.	Amy Vander Heyden, Lenae Brilman and Michelle Rodgers	Ongoing
Investigate ordering small-sized basketballs to ensure enough for a class for each student.	Josh Gatner	Prior to next meeting
Edit budget to reflect motions made during this meeting.	Leslie Martin	Prior to next meeting
Provide cheques for the items we approved to be purchased: \$3000 library books, up to \$3000 for guitars, up to \$2000 sewing machines. As well as an extra \$75 for Marco Corbo presentation.	Leslie Martin & Amanda Anderson	Ongoing

Create donation-seeking packages and send home with students to give parents.	Alyssa Murray & Marla Cote	End of January 2025
Provide cheques for deposits: \$500 Prime Catering, \$412.50 for Wacky Shots, possibly one for Dueling Pianos.	Leslie Martin & Amanda Anderson	Ongoing
Inquire if ATB Financial will donate their time to assist with checkout guests at the auction.	Marla Cote	Prior to auction
Inquire if the University of Lethbridge has any clubs that may be interested in assisting us with the checkout table.	Alyssa Murray	Prior to auction
Inquire about installing an internet booster for the Auction	Christy Godlonton	Prior to auction

Next Meeting: Thursday January 9th @ 7pm

Meeting adjourned: 8:09pm