

Home and School/ Auction Meeting Minutes

April 28th, 2025
Cattleman's Restaurant

Meeting called to
order at 7:30 pm

Chaired by: Marla Cote

Record keeper: Michelle Rodgers

Attendees: Leslie Martin, Marla Cote, Lenae Brilman, Deanna Brilman, Michelle Rodgers, Amy Vander Heyden, Alyssa Murray, and Carlene Van Diemen

Agenda item: February 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 March 11, 2025. Anyone who read them agreed there are no edits or amendments to make. Leslie Martin accepted the meeting minutes as presented.

Agenda item: Treasurer Report

Home and School Association treasurer Leslie Martin presented a document outlining the financial review from this year's Auction Fundraiser. Although there is an outstanding alcohol invoice to be collected and paid and a few donation invoices to be collected the overall funds raised at the auction were \$152,097.00 Total expenses were approximately \$14,631.19 (plus the alcohol invoice) leaving a profit of \$137,465.81. Please see the attached document for a breakdown of numbers and specific categories.

Agenda item: Auction Review

The primary reason for this meeting was to conduct a review of the auction to gather information and recommendations for the next auction. Below find the suggestions gathered from this meeting in no specific order, rather configured into topics.

What went well: Pre-auction organization/planning

- There has been an increase in new individuals who volunteered to assist with the Auction Fundraiser, thank you!
- Quotes were obtained for multiple services like catering and entertainment allowing association members to analyze costs and vote for the best option available.
- There was support available from other association members throughout the process and check-ins provided at meetings allowing those with assigned jobs to request assistance or clarification.

Suggestions: Pre-auction organization/planning

- It was suggested that the “Auction Job Positions” that are filled at the initial Auction meeting be rewritten to optimize the efficiency of such positions. Currently there is much overlap between positions, which can cause more work, things to be missed and donors to become irritated. One example provided is the “Donation packages/Donation Seeker”. Since donation letters are handed out by assigned individuals, who have a relationship with each previous donor company, essentially all members are donation seekers. The position should be solely for assembling the packages.
- Regarding the donation letter that is handed out, the Auction Chairperson’s name should be on the letter along with the assigned donation seekers’ name and contact information. Therefore, having one point of contact for each donor/donating company – the same person who approaches the company, provides a letter, is later contact to pickup said donation, bring it to the school and notify the person who is responsible for keeping an inventory of donated items.
- The position of “Inventory/Control Sheets” could be 2 positions. The Inventory position should be the person collecting items from the school and updating the google docs list. This will eliminate unnecessary texting and optimize donation organization of what has been collected. Control Sheet position can be a separate position and completed after all auction items have been brought to the school. It would be beneficial if we could have our own printer code and utilize the school’s printer to avoid driving home to print documents.
- To minimize volunteers time being wasted and allow for a more efficient auction evening – it was suggested that we setup most things the Thursday prior to the auction. If association members could come on Thursday evening, set up the gym tables, chairs, placing auction items out on the tables and print auction sheets this would benefit everyone. As donated items are brought into the school they could go straight into the gym on a table and therefore eliminate moving these auction items four more times. The school would not have to give up any storage/classroom space the week prior, which has been challenging, however they would have to forfeit using the gym for one half day (Friday). Home and School would not have any donated alcohol in the gym and those items would be brought in Saturday afternoon when the caterers are let in. This would also limit the amount of time Teachers/Staff have to let in members as setup would be streamlined.
-

What went well: Food/Meal/Drinks

- Nothing but positive feedback regarding the quality and quantities of the meal catered by Prime Catering. Berts beef on a bun midnight snack was also great although there was lots left over. Going forward we would recommend booking Prime Catering again and Berts Ag Foods beef on a bun, however we suggest slightly smaller portions to avoid waste. It was noted that quantities for a midnight lunch are hard to plan for, and it is optimal to have food available when alcohol is being served.
-

Suggestions: Food/Meal/Drinks

- It was suggested that there should be more experienced and/ additional bartenders for the next auction. Drink lines were long, and the bartenders were inexperienced regarding simple cocktails.
- It was also suggested that we increase the amount of Club Soda as they ran out halfway through the evening.

What went well: Entertainment

- Dueling pianos was a hit. Everyone loved the live music and was impressed with their abilities and wide range of songs available.
- Wacky Shots were fun, a cute momentum to bring home your pictures.

Suggestions: Entertainment

- Dueling pianos were a little too loud, especially for attendees who were trying to visit with others.
- Wacky Shots could have started much later after dinner and the live auction and stayed into the evening. It was also discussed that having them in the gym would be beneficial but overall, the consensus was it was nice to have some entertainment in the gathering space. It allows attendees to view students art work that is displayed as well as not become too crowded in the gymnasium.
- Several parent attendees were disappointed that the table numbers were not class/group pictures like the previous auction but rather just a couple individual students. It was reported that they found it a good conversation starter to check all the table numbers looking for their student/grandchild and would like to see that happen again.
- It was suggested that we have a photo slide show playing in the gymnasium while guests arrive and through dinnertime. This would be a great way to showcase the activities and opportunities that the students are given throughout the school year. It was also suggested that to minimize time spent gathering pictures, they could be pulled from the Facebook/Instagram account, as these pictures will only include students who have Parental consent to have their photograph published.
- Although this year we ran into issues with launching an online 50/50 – it would be beneficial to launch it one month prior to the auction to optimize funds gathered and allow a greater involvement from those who wish to support the school but reside outside of the community.
- An online auction was discussed however the consensus was to continue with silent auction bid sheets in person so attendees can disconnect from their phones and connect with each other.
- It was suggested that we mix up the Raffle table to include some higher value items and provide more variety. Some examples provided were gas or grocery gift cards and some bigger items that we could pull from the silent auction tables.

What went well: Auction Set-up

- Maragret was once again amazing to create, customize and print programs.
- Custodian Mr. Snow assisted with setting up tables and ensuring they were in decent shape and would not damage the gymnasium floor.
- Many volunteers were present to setup tables, chairs, table cloths, donation items, etc.
- School staff worked with the association to take down and reassemble the stage in a timely manner.
- School staff were committed to helping by opening and locking up the school throughout the various times needed.

Suggestions: Auction Set-up

- It is suggested that we do not plan the auction dinner within two weeks of any other school hosted event. Due to the school play being scheduled for the following week, various rehearsals interfered with the ability to set up for the auction dinner. AGLC is very adamant that we have no alcohol on the premises while there are minors present. This means that all association members who are donating their time have arranged for other childcare and do not bring their children to the school for setup. However, due to play rehearsal scheduled throughout the weekend, it resulted in an increase in liability that the alcohol may be delivered early and therefore the event to lose the liquor license. Play rehearsals also resulted in a rushed setup Saturday prior to doors opening to bring in all the alcohol and alcohol baskets donated for the event. Another factor that increased stress was arriving with the donations to realize the school's stage had been set up in the gathering space. Not only were we planning to utilize the Music Room, as promised for the one week prior to the auction, to store donated items, but the stage also took up a great deal of space as you walked in. Several people were worried about items in the music room being stolen or damaged as there would be no way to lock that space with the stage in place. There was also an increase in liability that someone could become intoxicated and perhaps fall off the stage.
- Overall, we would suggest having one school staff act as a liaison between the association and the school. We could provide the liaison with a list of times when we need the school open/locked and they could arrange a staff sign-up sheet. (Ie: Thursday 6pm-open, 10pm - lock, Saturday 1pm-open, 2am – lock, Sunday 10am -open 12pm –lock).
- It was suggested that we create programs on a computer that we can access in case edits need to be made on the day of the auction. Having access to the schools wi-fi and printer would be optimal- we can request printer code to compensate the school for our ink and paper usage.
- It was suggested to have two sets of two tables, across from each other, to streamline the entrance process and get attendees inside quicker. It was suggested that guests may be able to pre-order a package containing raffle and drink tickets that is ready to hand out as they enter, however after some discussion it was decided that this may slow down this entrance process and not be beneficial.
- It was suggested that we have assigned seating and or bigger seating chart with tables labelled. It was also suggested that we do not sell or offer any tickets one week prior to the auction if we do make a seating chart.
- 27 tables were occupied for this auction – going forward it is suggested that we only attempt to sell 28 tables, as opposed to the 32 we have been. Having more space to navigate the room and for seating creates an optimal environment.

What went well: Auction/Checkout

- Both the live and silent auction ran smoothly, and all items were sold for at least their value.
- Bonnie from ATB assisted with the checkout and donating the square to the Home and School Association was amazing.
- Having Amy record live auction items winners and amounts streamlined the checkout process for these items.

Suggestions: Auction/Checkout

- Having more people assisting with checking out.

- Avoid invoices unless specifically requested. If requested obtaining all pertinent information (Individual name, company name, email, mailing address and phone number to ensure optimal communication).
 - Having dueling pianos stop playing to make announcements – such as the silent auction table closing.
 - Having multiple individuals highlighting, gathering winner name and totals of the silent auction sheets – before people start collecting their own sheets and we miss bids. On suggestion was to videotape the auction sheets as they are highlighted then filling in the master donation list prior to opening the cash out table. Another suggestion was to have multiple people assist with collecting this information.
 - It is important to utilize a receipt book that has a carbon copy so the carbon copy can be used for bookkeeping purposes, as well as listing the “item number” that is listed on the item/items they purchased in the memo section of the receipt. This will make the treasurer’s job easier when reconciling the items to the funds received.
 - It was suggested to have more cashboxes and have an individual assigned to each box. This will assist with knowing how profitable certain items are as well as decreasing liability of funds being misplaced or potential accusations. A cash total should also be counted at the end of the night with multiple people present, each person counting the cash to ensure the same total and signing a piece of paper with that total. This will again decrease liability.
-

Next Meeting: May 26th at 7:15pm at Cattleman’s Chophouse

Meeting adjourned: 9:46 pm

2025 Auction Income

LIVE ITEMS					
	TOTAL				\$ 89,300.00
SILENT ITEMS					
	TOTAL				\$ 33,292.00
RAFFLE ITEMS					
CHEQUES/CASH					
	Cornerstone Funeral Home/Ralph Zetner		Cheque	\$150	H&S
	CR Mechanics Cam & Tanya Reiter		Cheque	\$200	H&S
	Diana Lee		Cheque	\$300	school
	Eldorado Petroleum		Cheque	\$200	H&S
	Frank & Martha Dyck		Cheque	\$500	school
	G.Thompson Livestock		Cheque	\$480	school
	Oliver Irrigation		Cheque	\$1,000	school
	Picture Butte Dental		Cheque	\$300	
	Picture Butte Elks		Cheque	have not received	
	Picture Butte Pharmasave		Cheque	\$750	school
	Porcupine Corral Cleaning		Cheque	\$1,500	school
	Van Diemen Farms		Cheque	\$500	school
	Varekamp Farms		cash	\$500.00	school
	Dieter Witzke		etransfer	\$100.00	H&S
	Riverstone Transport		Cheque	\$500.00	school
	TOTAL				\$6,980.00

Cash	Proceeds from drink tickets, games, raffle tickets			\$7,560.00
50/50	Raffle Rocket - deposited by stripe			\$2,965.00
Ticket Sales				\$12,000.00
Total Auction Income				\$152,097.00
Auction Expenses				\$ 14,631.19
Profit				\$137,465.81

2025 Auction Expenses

Category	Items detailed	Amount
Food	Prime Catering \$8874.25, Bert's \$341.93	\$ 9,216.18
Alcohol	Waiting for invoice	
Entertainment	Wacky shots \$825, Dueling pianos \$2450	\$ 3,275.00
Rentals	Wards Rentals \$288 + \$1079	\$ 1,367.00
Insurance	Event insurance	\$ 359.00
Miscellaneous	Flowers \$125.17, Dollar Store, cleaning fees, pop and juice, ice	\$ 414.01
TOTAL		\$ 14,631.19

Agenda item: School Auction Review/Feedback

Please note that the below information was gathered and compiled outside of this meeting by Associate Principal Josh Gatner along with St Catherine School staff and added on May 12th, 2025.

POSITIVES

- The committee did a marvelous job of getting lots of people in the building, many of which were parents of young students. This sets up a promising future.*
- Custodians appreciated having the opportunity to pick and choose which tables were in the best condition so that the floors were kept from being scratched. In the future, having some extra rubber leg caps available would be helpful.*
- The setup seemed to go very smoothly and was well organized. They even worked around a rehearsal with minimal interruptions!*
- Clean up was better this year as opposed to previous years - best year ever for being thorough - very appreciated. Attention to details like putting hole punches back in the library were noted.*
- Having enough hands to assist with moving big items like tables and the stage was appreciated.*
- Recycling was left in the shop, which was appreciated.*
- Fast responses by Home and School board members. You were all very prompt in responding to questions, and clarifying anything.*

REQUESTS

- *More streamlined/efficient communication*
 - *That there be a single point of school contact regarding communication.*
 - *We found that there were multiple members of H&S who were contacting multiple staff members with unexpected, duplicated, or slightly varying requests. A "left hand doesn't know what the right hand is doing" situation.*
 - *This staff member should be in charge of giving access to the school and to be the same one who closes out.*
 - *Creation of a "work items" shared document including timelines.*
 - *New staff (this past year, and for next auction) can be easily overwhelmed if they have not been part of the auction process before. It would be great to have a list (Google Doc?) that is shared and that tasks could be added to instead of multiple people requesting the same things at different times.*
- *Clarity Regarding Donation Reception*
 - *A standardization of information shared with office staff.*
 - *When items got donated, there was often limited information along with it that left the office staff wondering who it was supposed to be for and what to do next with it, especially if it was just dropped off without a conversation.*
 - *What information would be necessary? Input? (some examples could include: Who is it from, where to store for cheques, who is it to be given to next, etc.)*
- *Clarifying School Rules (this is for staff in the next cycle)*
 - *Create a document that has a list of related school rules and procedures.*
 - *From the school point of view, there are certain rules and requirements that must be adhered to according to our administrative policies. Liquor licences, security codes and procedures, etc, might be assumed by H&S and just not true. Everyone needs to be educated on these items so that they can be making decisions with these things in mind.*
- *Custodial Concerns*
 - *The shop tables were all moved to accommodate the caterers, but it would be good to have someone in charge of making sure that room is returned to its normal state at the end.*
 - *Garbages all need to be moved to the bins at the conclusion in order to ensure mice don't get lured into the school.*
 - *There was damage to one of the wheels of the silver rolling cart - has since been repaired.*