

RancheView School Fundraising Society
Event Planning Session
Immediately Following 7:00pm AGM Thursday May 3, 2018
RancheView School

MINUTES

Present: Aaron Gertzen, Rhonda Gervais, Rochelle Snively, Jakki Mackenzie, Sharon Cronin,
Ingrid Fitzpatrick, Christa Hoff, Marcia Gilbert
Regrets: Chelsea McFayden

1. Call to Order at 7:35
2. Approval of Agenda
 - a. By consensus with 2 additional items
 - i. Bottle Drop as item 4
 - ii. Insurance Renewal as item 5
3. June 7 Country Faire Planning
 - a. Event Time 6-8pm
 - b. Activities
 - i. DJ - Wild Bill is confirmed
 1. Request to let him know that volume was too much for younger kids last year, and to reduce for this year
 2. Motion by Rhonda G to purchase \$50 gift card for DJ, seconded by Christa H, all in favour. Jakki M will purchase this.
 - ii. Video Trailer - will be on site from 6-8pm. Motion by Rhonda G to spend up to \$350 for the video trailer. Seconded by Ingrid F, all in favour. We will sell 2 batches of tickets, set one is for 15 min of game time between 6 and 7pm, and 45 tickets will be available. Set two is for 15 min of game time between 7 and 8pm, and 40 tickets will be available. Tickets will be \$5 for 15 minutes of game time.
 - c. Food
 - i. Donuts were a hit last year, will order more this year. 12 dozen were ordered last year, approx \$20/dozen. Motion by Christa H to spend up to \$320 on donuts, seconded by Ingrid F, all in favour
 - ii. Other food to include pizza, as well drinks such as juice boxes, lemonade and water. Motion by Jakki M to spend up to \$500 on the above items plus cups, straw, napkins etc for serving foods. Seconded by Christa H, all in favour.
 - iii. Jakki M will coordinate refreshments
 - d. Other
 - i. Rochelle will request School Council's support as co-hosts of this event, at their May 15 meeting.
 - ii. Charge same admission as last year, and collect in advance via school cash online, if possible
 - iii. Motion by Rhonda G to purchase Country Faire theme decor for up to \$100. Seconded by Ingrid F, all in favour.
 - iv. Labels will be provided to teachers for agendas, and flier will be emailed out to all families.

- v. Silent Auction will be coordinated by Rochelle S with a baking/harvest/fair theme.
 - vi. Provide opportunity for jump start on 2019 8th grade farewell to current class of grade 7 students, and pass on the glow stick sales & distribution. Sharon C will confirm.
4. Bottle Drop
- a. Jakki M will call to confirm trailer and prepare volunteer sign up sheet
 - b. We will provide bags & fliers to classroom teachers by May 14
 - c. Rhonda G will update flier and print 460 copies
 - d. Previously approved \$100 spending for garbage bags, motion by Christa H to increase to \$150 in order to provide bags to more families via youngest/only lists, seconded by Rhonda G, all in favour.
 - e. WestJet draw at 7pm, requires 2 witnesses and someone to do the draw who did not purchase tickets. Marcia Gilbert will confirm if she is able to be there to do the draw
5. Insurance Renewal - confirmed that motion to renew was provided by email and approved by all board members
6. Meeting adjourned by president. (Anyone recall the approximate time!? It didn't make it onto my notes!)