

RancheView School Fundraising Society
Meeting
6:30pm Thursday March 2, 2017
RancheView School

MINUTES

Present: Aaron Gertzen, Rhonda Gervais, Rochelle Snively, Jakki Mackenzie, Christa Hoff, Sharon Cronin, Elizabeth Mclean, Ingrid Fitzpatrick, Sharlene Strachan, Fiona Gilbert,

1. Call to Order, 6:36pm
2. Motion for Approval of Agenda by Christa H, all in favour
3. Motion for Approval of February 2/17 Minutes by Rhonda G, all in favour
4. Executive Reports
 - a. President - Gaming approve is in, now have casino license and are waiting to receive our dates, have our permit for vacation raffle.
 - b. Vice-President - NTR
 - c. Secretary - Mailerlite is being set up for newsletters
 - d. Treasurer - as of Feb 28, balance is \$64 698.83. With deposits since then, it will be \$65 493.91.
 - i. Payments - EMT option is working
5. Grants Update - Michelle F
 - a. Moving away from corporate & general grants, to more specific recreation type grants. The applications are more detailed, but we are not applying alongside food banks and humane societies.
 - b. To move further on applications, the details needed are related to a project timeline, quotes from equipment suppliers, audited financial statements,
 - i. Aaron G - We have not pursued quotes from vendors yet, to avoid having meetings full of sales people before we were ready.
 - ii. Fiona G - suggests contacting Holy Spirit School in town, and also East Lake School as they have recently completed playgrounds and may have details that are useful.
 - c. There is a grants spreadsheet that will be shared with the board, listing applications in progress, completed, declined or that we do not qualify for.
 - d. Fiona G - lets us know there is a precedent in place for the administration of the school to request a loan from RVS.
6. Website - Ingrid F - Deferred to future meeting
7. Movie Day: May 6 - Rhonda G
 - a. Ticket Sales
 - i. Online sale sites such as eventbrite have transaction costs that would cut into proceeds if used for all ticket sales.
 - ii. Using schoolcashionline is limited to families in the school only
 - iii. Tickets will also be sold at the April 11 Home-Shopping Night
 - iv. Rhonda G & Fiona G will set up an alternate ticket purchase option for families not on schoolcashionline
 - v. Fiona G will follow up with Mitford & CCA to find out what sites they use for ticket sales

- vi. A letter will go home to students to let them know to buy tickets via schoolcashionline
- vii. No paper tickets, purchasers will sign in at entry with volunteers.
- b. Theatre Sponsor (Lindsay H?) - none yet. Fiona G will follow up with Rick regarding cost to create display image thanking sponsor if we secure one. Christa H suggests Clothesline may be interested.
- c. 50/50 or other add ons - will go ahead with \$2 50/50 and sell tickets ahead of movie start. Also ask theatre if we can place tip jars on counter for donations.
- d. Fiona G recommends lots of volunteers to assist with tidy up to cut down on staff costs.

8. Other Events:

- a. Date for bottle drop - Confirm May 26th - 27th - confirmed. Jakki will arrange sign ups
- b. Year end celebration (Country Fair) - New theme Beach Party - June 15
 - i. School Council may do food, but this is not yet confirmed
 - ii. Sharon C suggests 100% of all money raised this night go to playground to keep things simple
 - iii. Event will be 6-8pm
 - iv. token/ticket to be a lei or similar for entry. Consider free entry for those who have purchased vacation raffle tickets
 - v. Rhonda G has spoken with Gypsy Lemonade, they are interested
 - vi. Tiki-Bar theme for canteen or food area possible
 - vii. No grade level dance routines this year
 - viii. Sharon C will connect with older students to ask what they would like for the event and if they can develop games or activities. She will also get feedback about the possible focus/exclusive hour from 8-9pm
 - ix. Video Game Trailer - \$325/2hrs + \$150 per hour after that, 20 kids at a time. Rhonda to find out if/when deposit is needed and if date can be on hold until our April meeting. Limited number of access passes will be available to sell.
 - x. The event is a fundraiser, so there will be admission cost, then lots of things to buy once inside, food, games, glowsticks, etc
 - xi. Rachel Lambert will set up a photo area. Volunteer at event, and if families wish to purchase photos, they can do so at their cost via her website following the event
- c. April 11 - Home-Shopping Night
 - i. Newsletter on Monday will include paragraph, follow up in highlights
 - ii. Christa H will set up with the town electronic signs, mid March
 - iii. Press Releases to be prepared
 - iv. Look into A&W Bear/Free info in Eagle

9. Six Fabulous Vacations Raffle

- a. Tickets will be ready Tuesday, with a few extra in case any need to be destroyed due to errors
- b. How to sell: Via letter to parents, then pick up. Review letter, simplify, no order form. Jakki M will send for review to board, then for distribution to parents through school.
- c. Schedule table at school at various times for ticket pick up - Fiona G is available Fri Mar 17th around lunch hour. Sharon C is available Tuesday March 14th 4:30-6:30pm

10. New Business

- a. Add Insurance discussion to April agenda

11. Adjournment at 8:40pm

Minutes prepared by Rochelle Snively, Secretary