

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

MINUTES

Present: Aaron Gertzen, Rhonda Gervais, Rochelle Snively, Jakki Mackenzie, Christa Hoff, Sharon Cronin,
Erin Sturgeon, Sharlene Strachan, Fiona Gilbert, Ingrid Fitzpatrick, Chelsea McFayden

1. Call to Order by Aaron G at 6:03pm
2. Approval of Agenda with proposed changes #8 - Communication Plan, moved up to immediately after #3, and #5a - Events - Home-Shopping Night to follow #8, in order to accommodate Sharon's need to depart earlier. Motion to approve as changed by Aaron G, all in favour.
3. Approval of March 2/17 Minutes. Motion to approve by Rhonda G, all in favour.
4. Communication Plan - Student Handouts etc. Jen Barton had shared a teacher comment regarding paper handouts being left in class or being recycled, the teacher felt paper was excessive due to environmental concerns. Parents have also been commenting they are not receiving order forms home from school. Sharon confirms that the RVS guideline for communication is to share information 3 ways, and including paper handouts is fine. We will ensure order forms are also available on the website but will not cease to provide paper forms to students. We will no longer provide agenda stickers to 6th & 7th grade classes, but will ensure the information is provided by email to teachers so it can be shared with students and parents.
5. Event - Home-Shopping April 11. All is on track, we have 34 paid vendors. Sharon offers students to assist with some set up and take down, and has team of 7th grade students ready to assist at the children's activity tables. Fiona offers movie poster for display at Fundraising table. Water jug 'wishing well' will be at the table also for cash donations.
6. Executive reports
 - a. President - Aaron G - NTR
 - b. Vice President - Rhonda G - NTR
 - c. Secretary - Rochelle S - Mailerlite is working well. 75% open rate for first mail out
 - d. Treasurer - Jakki M - Current balance is \$70 979.34, also have \$13 500 in the account for the raffle
7. Events
 - a. Movie May 6 -
 - i. Order form distribution - not all forms are getting to parents. Jen Barton will be putting this on the website too for easier access by parents.
 - ii. We have 2 partial sponsors
 - iii. Will set up 'wishing well' for donations
 - iv. Volunteers will be needed at entry, as ushers and to tidy up
 - v. 20 tickets sold so far
 - b. Bottle Drop May 27 - ensure this will be in the highlights in May
 - c. Year End Beach Party June 15

- i. Subcommittee has met once.
- ii. Estimating 500 tickets
- iii. Wild Bill has been confirmed as DJ
- iv. Preliminary budgets have been set, propose \$100 for decor, \$400 for toystore inventory, \$325 for video trailer. Food amounts will depend on ticket sales and anticipated attendance.
Discussion proposes increase to \$200 for decor
- v. Will ask local businesses to consider donating bottled water
- vi. Plan to serve Texas Donuts (cost \$1.65 each), water and a 'fancy' drink w/ umbrella at Tiki Bar in school, and invite local food trucks
- vii. More parents welcome at sub committee meetings
- viii. Sharon to include 'save the date' info email to parents ASAP
- ix. Christa H motions that we approve budgeting spending up to \$200 for decor, Rochelle S seconds motion. All in favour.
- x. Christa H motions that we approve budgeting spending up to \$400 on inventory for toy store, Rochelle S seconds motion. All in favour.
- xi. Christa H motions that we approve cost of \$325 for video game trailer

8. Travel Raffle Tickets

- a. 135/500 are sold
- b. Door hangers have been ordered, 1000 pc for \$118.12,
- c. We will send copy of letter and order form to local preschools
- d. Christa H will submit info for electronic town signs for May
- e. We will request table at Farmer's Market, opens in May

9. Insurance

- a. Have one quote so far \$1050/yr
- b. Sharlene S shares contact for a 2nd quote
- c. Jakki M motions to approve spending up to \$1100/yr, Rhonda seconds motion, all in favour
- d. Aaron G will request 2nd quote, and secure insurance by April 11 event

10. New Business

- a. Jakki M proposes we consider for future discussion how to increase parent engagement
- b. In that discussion, spending some of the funds raised, and presenting the funds or items, to the school at the June 15 event is suggested. Discussion will be added to May agenda.

11. Adjournment at 8:10pm

Minutes prepared by Rochelle Snively, Secretary.