**October 12th 2021**

**DCE Fundraiser Committee Meeting Minutes**

**Executives:**

Robyn B -President

Janet M.- Vice President

Melissa P- Treasurer

Cayla R- Secretary

**Directors at Large:**

Karli B

Sarah A

Courtney M

Amanda M

Heather L

Sara G

1.Meeting Called to Order 7:30pm

2.Approval of last Meeting Minutes Sept 14 2021: Robyn B, Sara G and Kaye S.

3. Financial Report- Melissa met with Pam at the bank and dropped off audit information with her. Annual return sent in by Melissa.

4. Teachers Lunch- Email Vote Completed and will support up to $500.00. Menu was sent to staff and has already been organized.

5. Art Cards Update- Art cards have been dropped off to Staples. Staples is a bit behind but all is moving forward. Information will go out asap and Parents will be expected to return information by the 29th 2021.

6. Hot lunch Update. $262.00 was spent for hot lunch website. Courtney will double check bins and supplies if any other materials are required. Items required for purchase: printer, ink and labels. Sara G. May have a printer to donate to the program. She will confirm.

We will be using three vendors this year. Nitza’s, Freshie and Subway. Vendors have been contacted. Hot lunch months will run in November, December, January and February. Amanda is making website modifications. Once website is updated Amanda will test that it is running properly. Email regarding hot lunch to parents will be sent out. This is the best way to reach parents. Courtney is developing a volunteer form for volunteers, vaccination status and availability. Vendors are very accommodating in changing dates if necessary. Website to open 22nd of October. Volunteer form to be sent a few days before. At this time, parents will order all hot lunches offered for the year. Parents will have until November 3rd to submit orders. First hot lunch date is November 23rd with group b and kinder’s. Hot lunch still requires a volunteer for labels and to head hot lunch on Fridays. Volunteer form shared with committee. Suggestions to edit on form: Clearly indicate kinder groups, include that orders for siblings must be submitted individually and no late orders will be accepted. Organic bins by the garbage.

$650.00 budget allotted for hot lunch. Approved by: Melissa P., Robyn B., Janet M., Cayla R, Courtney M., Amanda M.

7. Operational Costs (Bank Fee’s, Stamps, Envelopes) + Discretionary costs( Insurance) of $1500.00 Approved by: Melissa P., Robyn B., Janet M., Cayla R, Courtney M., Amanda M.

8.Teacher incidentals- will be presented to School Council so whole parent body can vote.

9. Meeting Adjourned 8:05pm