

Meeting Minutes

Davidson Creek Fundraising Society
May 13, 2025 at 7:30 PM
360 Davenport Dr. Sherwood Park AB

Executive Members

Robyn B, President; Melissa P, Vice-President; Christine M, Treasurer; Breanne S, Secretary

Directors at Large

Lynn W, Karli B, Brittany M, Kim J, Hannah P, Candice A

Attendance

Executive: Robyn B, Melissa P, Christine M, Breanne S

Directors at Large: Lynn W, Karli B, Brittany M, Hannah P

Staff: Helene H, Jay R, Stacey S

Parents: 7 parents were in attendance

1. Called to Order at 8:04
2. Minutes from April meeting approved by Lynn, seconded by Karli
3. Email Vote
 - a. The chromebooks purchased by the school with the Casino money was \$185.85 extra than initially voted in. An email vote approved the extra amount.
 - b. The mascot has arrived, but was not modeled for the committee by Jay
4. Big Box card fundraiser
 - a. Raised \$2262.
 - i. Mr. Parkers class won the Pizza party
 - ii. 4 \$25 gift cards were given to 4 kids with the most sales

- b. Orders shipped Monday, should arrive by end of the week. They will be organized next week to be handed out. A memo will be going out to let the parents know for the kids with big orders who take the bus

5. Year End financial report

- a. Budget
 - i. Hot lunch is strong, but not complete. June orders have not yet closed.
 - ii. Fundraising was strong this year, and some items from the “wants” list were voted in due to the extra funds
 - iii. Grad, Sizzler, Pancake breakfast and Literacy night expenses have not yet been paid out
 - iv. Budget looks healthy to start off the new year
- b. Casino Statement
 - i. Started off with \$20,707.99.
 - ii. Chromebooks, Mascot and gym equipment were expensed out of this account leaving a balance of \$1855.44.
 - iii. The balance could possibly be applied towards the legacy project if a request was made by the school
- c. Hot lunch report
 - i. Report provided at meeting.
 - ii. Best profits reported for snack days.
 - iii. Some vendors may be repeated next year for ease of service. A vendor agreement is being discussed to be clear with expectations such as invoice and payment dates
- d. P&P to be amended to include Criminal Record Check requirement for all executive to have signing authority.
 - i. It will be good for 3 years and only need to be resubmitted upon expiry
 - ii. A letter will be provided, or the cost of the check will be built into future budgets
 - iii. A CRC will be required for executive, prior to being added to the bank for signing authority. A director at large will not require a CRC
 - iv. The bank has been lax in requiring 2 signatures as stated in the P&Ps. This is also the reason we are continuing to require check images on bank statements to maintain transparency and accountability.

6. Hot Lunch Update

- a. Poll was done on facebook for best day for volunteers. Friday was the first choice. Wednesdays will not be an option due to early dismissal and alternating kindergarten days.

- b. Same procedure will continue for next year, and the committee will watch for PD days when scheduling
 - c. Likely will remain with MunchaLunch for ease of reporting and administration. A video and handout will be available for kindergarten parents and new families with questions on how to order properly. The number of families ordering on incorrect days has decreased since beginning of the year.
- 7. Sizzler Update
 - a. DJ, face painters, magician and photoboosts have been rebooked. It will be requested with the photobooth that no hats or headwear will be provided to avoid a lice outbreak.
 - b. There will be a new balloon man this year
 - c. Food trucks have been booked. Menus and prices will be posted in advance. Cash is recommended but not required. Pricing and kid friendly options have been considered
 - d. This year parent volunteers will be delegated to crews to complete specific tasks, including monitoring garbage bags throughout the event, set up and take down.
 - e. Currently projected to spend \$3298. If there is a hockey game again, the remainder could be considered to turn the sizzler into a watch party
- 8. Dissolution of current executive and directors
 - a. Moved by Robin
- 9. Voting in of Executive
 - a. Nominations are as follows.
 - i. President – Melissa Presse
 - ii. Vice President – Robyn Beck
 - iii. Secretary – Breanne Sweeney
 - iv. Treasurer – Christine Miller
 - b. All positions were voted in unanimously
- 10. Voting in Directors at Large
 - a. Nominations are as follows
 - i. Karli B
 - ii. Lynn W
 - iii. Hannah P
 - iv. Kari H
 - v. Danielle
 - vi. Brittany M

- b. All positions were voted in unanimously

11. Voting in Hot Lunch Committee

- a. Nominations are as follows for the 4 positions
 - i. Kari H
 - ii. Hannah P
 - iii. Brittany M
 - iv. Kim J
- b. All positions were voted in unanimously

12. No questions or discussion occurred during open period

Next Meeting is September 16, 2025

Adjourned at 8:53 PM