

## Meeting Minutes

November 6, 2023

Online via Microsoft Teams and in person at Lansdowne North.

The meeting was called to order at 7:04 p.m.

**Attended by:** Sam Crawshaw (Plant Sale Coordinator), Kerri Fraser (President and Chair), Betty Greer (Grocery Gift Card Coordinator), Elaina Mack (Purdy's Chocolates Co-Coordinator), Suzanne Mathews (Student Account Treasurer), Kirstie McNally (Vice President), Shannon Mycroft (Treasurer), Paula Rowlands (Bake Sale Coordinator), Bronwen Sharpe (Secretary & Minutes), Trish Walker (50/50 Coordinator), Kim Strong, Dustin D. and Brian. *Quorum present.*

**Teacher:** Brian Anderson

**Regrets:** Paul Spelt, and Charlie Mason

## Welcome and Territorial Acknowledgement

### Approval of Agenda and Minutes

- No changes to the agenda were put forward.
- The approval of the November meeting agenda was motioned by Kirstie M. and seconded by Betty G. The motion passed.
- The approval of the October meeting minutes was motioned by Shannon M. and seconded by Kirstie M. The motion passed.

### Treasurer's Report

- General Account
  - Shannon M. shared that we approved the budget for 2023/24 in the previous meeting. Many e-transfers are being received for coffee sales. Sitting at \$53,117 in the current account. An old outstanding student account has been settled.
- Student Accounts
  - Suzanne M. shared via email that she confirmed that the student account spreadsheet is updated to the end of September.

### Fundraising Reports

- Each fundraising program was reviewed as follows:
  - *Coffee Sales*- Kirstie M. shared that in October and November, 100 or so bags were sold each month with about \$1,500 in sales and \$500 in student accounts per month. The next deadline is November 11th.
  - *Red Barn & Fairway Cards* - Betty G. said that two Fairway cards were handed out at the Blowing Out the Dust concert. Kerri and Betty proposed

tracking the cards more closely by handing in receipts and a tracking form to the Treasurer going forward.

- **Action:** Betty to ask Fairway if their cards ever get unattached from the LMPA account.
- *50/50 Raffles* - Trish W. expressed how fun the first 50/50 was and thanked Kerri and the parents for their help. \$396 was the total prize money and it was generously donated back to the LMPA by the winner.
- *Bake Sales* - Paula R. shared that there was nothing to report yet as the first bake sale is in mid-December. Kerri confirmed that all parents will be asked to bring baked goods. The location of the bake sale will be in the gym so that volunteers do not miss the concert. Kerri explained how to get volunteers, set up and price the bake sale, and where the supplies are to be found. Kerri F. volunteered to bring the petty cash box. She also suggested an allergy-aware table for baked goods that are labelled as allergy-friendly.
- *Winter Plant Sale* - Sam C. is the coordinator but was not present to share details so Kerri F. did. November 30th is the delivery date of the plants. There is a quick turnaround time as all orders must be received two weeks before the delivery. A lot of orders are coming in and will benefit the student accounts. We will be looking for volunteers to help hand out the plants on Friday, December 1st.
- *Purdy's Chocolate* - Elaina M. shared that the campaign has been organized and marketing will follow in the next week or so. A couple of questions have been fielded about how the fundraising makes it to the student accounts. Elaina says that the child's name must be mentioned in the 'additional information' box to ensure the cash goes to the right student account. Pick-up time will likely be December 7th/8th and another pick-up opportunity will be at the December concert. Elaina and Jen sold the bulk order of chocolate bars at the Blowing Out the Dust concert. They wondered if an order could happen in the new year for kids to sell the chocolate bars in the neighbourhood with the 50% mark-up. Elaina thought that the kids could run the fundraising like the Girl Guide Cookies campaigns work by families buying boxes and kids selling the bars and pocketing the money directly which is low-risk to the LMPA. The suggestion was made that boxes can be ordered in January and the deadline for selling the chocolates would be February to be in time for the final payments for the music tour. Brian asked if kids could get order form catalogues to use for door-to-door sales.
  - **Action:** Elaina will work on a QR code-type flyer for kids to work with during their fundraising efforts.
- *Musical Desserts* - Kerri F. is looking for the best ways to promote an earlier timeline for donations, especially from Lansdowne families who own businesses that are willing to donate goods and services. Kerri thought that the communication phone tree could be started now and families could start asking, even for small donations. Still in need of an event coordinator if anyone knows someone who might be interested.

### Teacher's Report

- Blowing Out the Dust concert was successful with positive feedback, especially about including the Vic. High in the program. However, issues of overcapacity were problematic. Brian suggested some potential alternative venues that can seat 600. Oak Bay High is 433.
- Grade 8s are playing one song at the Remembrance Day ceremony.
- T-shirt orders have been made and a cheque will be needed in late November.
- Winter Concert is coming up in December and will follow the usual format.
- January 8th to March 14th is Brian's parental leave time but he will still be supporting the students and the LMPA at a distance.
- 97 students are signed up for the Whistler Tour. Brian proposed all correspondence and payments be done through the LMPA instead of the school and Shannon agreed to avoid mistakes. Questions about reconciling could be challenging to deal with. Etransfers are the preferred payment method to cash and cheques as long as they are referenced properly. Brian will be sending a package of forms to parents soon.
- Brian shared an update that the Quebec trip date issues have been resolved thanks to some brainstorming with the Grade 8 FRIMM staff.
  - **Action:** Shannon will pay the \$35,000 deposit to the travel company.

### New Business

- Kerri F. expressed how the LMPA still needs a Musical Desserts event coordinator and a PAC Liaison (PAC is also trying to fill on their end). The volunteer descriptions are updated on the music website. See the PDF on the LMPA page for more details. Kerri sent an email to all families on the list shared by Brian last month, including the volunteer descriptions.

### PAC Report

- The liaison position is vacant therefore there is no report.

### Round Table

Motion to adjourn the meeting made by Kirstie M. and seconded by Trish W.

The meeting adjourned at 8:14 p.m.

The next meeting is on Monday, December 4th, 2023, at 7:00 p.m. Location and/or format TBD.