

NWS Fundraising Committee Meeting Minutes October 13, 2009

Attending: Claire Leishman, Martha Wilson, Catherine Lummiss, Iain Pardoe, Ilana Pengelly, Georgia Argyle, Beverley Barcham, Phil Fertey

Chair: Claire Leishman

Regrets: None

Item One - Class 8 Fundraiser – Grocery Cards

Questions from the parent body

1. When class 8 reaches their fundraising goals, where does the excess money go from the grocery card sales?
2. Why is parent council taking part in supporting a class 8 fundraiser?

Response discussion:

- The grade 8 fundraiser of selling Save On More grocery cards was an initiative started in a previous year to help raise the needed funds for the class eight end of year trip and graduation ceremony. This fundraiser is gifted to each subsequent class eight as an established means to raise money.
- The class 8 and parent council agreed to combine efforts for all grocery card fundraising to improve the bottom line for everybody in the hopes that the needs of all class 8 (current and future) are met and that in the event of excess funds being raised the school as a whole may benefit.
- Suggestion to issue a public response to these questions in a manner that focuses on the needs of each class regarding fundraising, the efforts already put in place by past parents and the school (ie. Turkey, chicken, crepes, shortcakes) and the pay it forward nature of each fundraising initiative. (how the school and parents have created annual opportunities for classes with the greatest need to raise funds).
- A suggestion to offer this information both in the bulletin and directly to each class email list via the class teacher or class rep.
- **A suggestion that Ilana and Georgia prepare this response then send to Parent Council and Faculty for approval.**
- **When this issue is resolved a suggestion was made for class eight to work on advertising for all grocery card sales.**
- A reminder about not using emails for processing and to seek personal contact to work through questions and concerns.

Item Two – Fundraising Concert

Catherine Lummiss presented an opportunity for the school to benefit from a fundraiser she is willing to organize featuring Daryll _____ on piano.

- 3 Faculty members will be attending an in house concert of Daryll's to see if this is a potential fundraiser for the school.
- A mention was made that we need to remember to keep the event simple enough that the effort is equal to the outcome.
- **Suggestion to use the United Church where John Pengelly is involved in events.**
- The United Church has a meeting space for tea, coffee, snacks.
- The United Church offers the opportunity to bring in people from outside of the school.
- **Suggestion to speak directly to John Pengelly about booking this event.**
- Within this discussion was raised the question; "What is the Mandate of the Fundraising Committee."

Item Three - "What is the Mandate of the Fundraising Committee."

- What is the mandate of the fundraising committee?
- What roles do we take?
- When a fundraising idea is presented to the committee do we hold the idea and ensure that it gets done by either doing it ourselves or finding people to do it?
- **Faculty and administration will now start to send fundraising ideas they receive to the fundraising committee.**

Item Four – Grant writing for specific projects

Georgia Argyle presented two projects she is working on within the school and her plans to write up grant proposals to locate funds to complete the projects.

- Projects include parent room repair, painting and resource gathering and the creation of a marketing set up for events within the larger community.
- **Suggestion to first find out what the grant criteria are for available grants.**
- **Georgia and Beverley to work together to gear the grant application towards the specific criteria.**
- Mention that some grants can only go to registered Non profit organization which the school is but the parent council is not so all grant application need to be submitted from the appropriate body within the school.

- Suggestion to speak to Tom Murray an employee at the Credit Union.
- Research what grants are available and current.
- Ilana mentioned a willingness to create a spreadsheet of grants that can be updated yearly and used as a reference when groups in the school want to apply for grants.
- Bev, Georgia and Ilana will work on the research and data base creation.

Item Five – Does the Fundraising Committee have a role in the Halloween Journey, Kinderhouse Mayfest and Winter Faire?

The question resulted in the following discussion:

- All these events have 3 purposes\
 - Fundraising
 - Community Event for the children
 - An opportunity to showcase the school and attract new families
- Are paid employees supposed to be coordinating these events?
- Where does this live in the school?
- Suggestion that Parent Council has a section within it that holds festivals. (Organizes and delegates)
- Suggestion for Parent Council to have their own planner for events throughout the year that Parent Council are part of.
- Offering that these events fit better in Parent Council rather than with the Fundraising Committee.
- Offering that we need to be seeking people to hold these events in February so that they are prepared at the start of the school year. This also gives us the opportunity to drop events that do not have parent support/involvement.