



# GARDEN CREEK HOME AND SCHOOL

## Meeting Minutes

Tuesday, January 16, 2024

Virtual Meeting via Teams, 6:30 pm

### Attendees

1. Cheyenne Dickinson
2. Scott Elvin
3. Andy Han
4. Nicki MacPherson
5. Emma O'Connor
6. Christine Ritchie
7. Samantha Robichaud
8. Lily Smallwood
9. Rebekah Thompson
10. Jennifer Ward
11. Julie Werner
12. Melissa Wheaton
13. Brittne Campbell

### Approval of Previous Meeting Minutes

- Approved by Lily
- Seconded by Julie

### Treasurer's Report (Jen)

- \$26,357 in bank account – still some cheques to clear – so true number is closer to \$22,000
- \$15,051.10 total Bazaar Fundraising.
- Café – loss of 240 dollars – try to see if we can get a deal, sponsor or something. Only had 2 pizzas too many, but volunteers ate it.
- Financial controls – silent auction was the hardest to navigate.
- Elf auction/silent auction closes – volunteers were busy already – maybe have a computer for an excel so that we could have better tracking for reconciling.
- Took some time for all of the cash to come in for the silent auction.

## Bazaar Debrief

- Thank you to the volunteers and donors for everything
- Special Shout out to Jen, Marcia, Julie for everything they did for the Bazaar.
- Bazaar Station volunteers helpful hints for next year, some are included in Marcia's master info sheet – Andy will be distributing this.
- **Reindeer food** – ran out of sprinkles and had to borrow from cookies
- **Cake Walk** - 34 sets of cupcakes – good amount
- **Facepainting** - went smooth
- **Cookie Decorating** - Collect cookie donations earlier in the year – 350 cookies should be goal
- **Fish pond** – 1,200 items, 5 volunteers 4 buckets.
- **Activity tickets** - fine
- **Santas workshop** – will need more donations next year, but went through old gifts
- **Gift Wrapping:**
  - buy some bags, more tape.
  - More volunteers to wrap.
  - Pre-cut the paper.
  - Have a better layout for santas workshop. Move the workshop down one classroom, so that parents have a “waiting room” as the first room. It would keep the congestion out of the hallway and in the classroom while they wait for the kids.
  - Busiest between 1145 and 1215.
  - Pre-write Mom and Dad on the labels
- **Photo booth** – all good and the photos turned out really great.
- **Creeker Café** – ordered fewer pizzas than last year. What was the issue? Too high in price? Café seemed slower than usual - maybe with new families to the school people didn't expect that was available.
- **Theme Baskets** – pre theme basket stuff worked well – sold online \$524 vs in person \$1,900.
  - Definitely need 2 people/volunteers selling tickets for the baskets.
- **Elf auction** – went smoothly. More/better working pens. Everyone was excited about the prizes. Master sheet helpful.
- **Silent auction** – raised \$5,600
- **Bake Sale** – lots of things for sale – hardly anything for 50% at the end \$1,480
  - Usually save a pie for Teresa – didn't this year
- **Time with teacher** - went well
- **Scotts** - \$2,503
- Overall, everything went great for the Bazaar
- Could we do a coat check in the music hallway area? By donation? For a ticket? Extra volunteers will be needed. When the bazaar first started there were no portables, so now we have more room to work with.
- Is there an ability to have a list of sponsors or projector slideshow of the sponsors – this was done in the past
- Sponsor list “Thank you” at the bottom of the Bazaar funds raised email.

## Movie Night (Chey)

- Friday Feb 2. Checked with Alex and that is a good evening.
- Any suggestions for a movie? Maybe choose a shorter movie? Put the run time on the “movie poster”? Super Mario Brothers The Movie suggested - Chey to look into getting it.
- Need someone to put the hammer down to control the crowd – maybe someone from the school?
- Alex planned to be at the last one, but because of the book fair he wasn't at the movie

- Reminder at the beginning for parents to control their children. Andy said he can bring the hammer a bit.
- “dead space” at the back of the gym – less space to clean up, but more space for kids to run around behind the curtain.
- Raised about 8-900 dollars at the last movie night.

### **Spring Raffle**

- Basket of gift cards (call it easter basket?) kids stuff like bubbles, chocolate, easter gifts
- Julie Suggests April for the draw. Last week of April for the draw. Draw date 25th.
- Should home and school purchase the items for the baskets or asking the parents for donations?
- Sell tickets for 2 weeks. Ask for donations April 2 for donations to come in by the 9 th . 10 th put the baskets together. Tickets on sale starting 11 th . Also ask for kids outdoor toys as donations and H+S can buy what we would need to finish off the baskets.
- Spring fair in May with playground activities for the kids. Have some time to plan that. - Rebekah thinks this is too much. Received a consensus from the group.
- Hybrid sales for the easter baskets. (Online & Physical tickets)
- 2 kids baskets and one basket for the kid who sells the most tickets - Should we do this or not?

### **Staff Appreciation Week**

- Feb 12-16. Last 2 years we got the ginger beef food truck. There are about 40 teachers/custodians/support staff. Cater lunch on Wednesday Feb 14th
- Ginger Beef may not have the food truck anymore. Catered lunch for the teachers
- Other food options suggested as well. – Wednesday is the best day to have a catered lunch.
- We have done other things previous years – paint the staff room. One day coffee delivered, next day cookies,
- Gift cards – one per day
- Sam asked H+S to promote staff appreciation week and thank you notes and emails from the students are much appreciated.
- Sam will get a final catering number tomorrow. Complete staff list so that our daily gift cards draws can be done using that list.
- Staff requests – none at this time. Everyone is happy about the spending money from home and school.
- 

### **Teacher Requests**

- None at this time. Everyone is happy about the reimbursement spending money from home and school.
- Drama Production - No news yet. Just starting up
- Grade 5 trip – Numbers? Last year H+S paid for some of it and the school paid the rest. Nice to know so we can make a decision on what we want to fund. Last year H+S paid \$1700
- Playhouse trip – \$8 per student plus bus. – haven’t been asked yet.

**Any Other Questions/Concerns**

- Need to do a better job promoting what we use the funds raised.
- Schools biggest priority is the gym, projector – already has some funding in place.
- Suggestion - Tie in buying picnic tables for the playground with the spring raffle so that people can see what we are raising money for.
- 
- Meeting adjourned – 7:53 PM
- Submitted by Nicki MacPherson

**Meeting adjourned at 7:53pm.**

---

Submitted by Nicki MacPherson

Garden Creek Home & School Association