



GARDEN CREEK HOME AND SCHOOL

Meeting Minutes

Tuesday, November 21, 2023

Garden Creek School Library, 6:30 pm

Attendees

1. Cheyenne Dickinson
2. Marcia Franklin
3. Andy Han
4. Holly MacPherson
5. Nicki MacPherson
6. Emma O'Connor
7. Christine Ritchie
8. Samantha Robichaud
9. Lily Smallwood
10. Rebekah Thompson
11. Jennifer Ward
12. Julie Werner
13. Melissa Wheaton
14. Amy White

Approval of Previous Meeting Minutes

- Approved by Julie
- Seconded by Rebekah

Halloween at the Creek / Movie Night

- Both were a success!
- Movie night made \$885.31 in total.

Treasurer's Report (Jen)

- We made about \$1500 from coffee and about \$1300 from soup.
- We have not yet gotten the last bank statement from Mrs G, but we are good to go into the Bazaar with over \$1000 in the bank.
- Mrs. G also said we have received just over \$700 in monetary donations for the Bazaar thus far.

Why are we still fundraising? (If the playground's done?)

- For awareness, in the past, money raised has gone to items like class sets of iPads, stationary bikes, the library renovations (including furniture), the paving in the back of the school, soccer nets, etc. We also need to continually maintain the playground.
- Suggestions:
 - We used to start the year and we would know what we were fundraising for before school started, and the Principal would explain how the funds raised at the Bazaar would contribute to that. We may want to return to that.
 - Future fundraising focuses might include: a projector for the gym, upgrades to the classroom Smartboards.
- **Action Item:** Exec to organize a small social media campaign or similar early in the new year that communicates more about what we do and why for the wider school community.

Bazaar Update – The Big One!

- A big thanks to Jen for her ongoing work on the “cheat sheets” for the Activity stations! There has been an effort to digitize as much as possible, which will make it easier to handover instructions from year to year.
- **Silent Auction**
 - We have a lot of donations! If anyone has a lead on a piece of pottery or jewelry, those items are “missing,” but otherwise we are looking good.
 - **Action Item:** Julie to send the donation letter to Samantha.
- **Elf Auction**
 - Everything is in hand. The suggestion was for 8-10 gifts, and \$315 has been spent.
 - Exec have the paper bags needed for this station at the school.
 - **Decisions Made:** Children will write their Name and Number on the ticket. If they don't know their phone number, they can put their teacher's name on there. The station will have its own cash box, and it'll be \$1 per ticket.
 - **Action Item:** Andy has the tickets for the station, but he is to review and print bigger ones that can fit writing on them if needed.
 - **Action Item:** Emma to bring all items to the school on Friday before the Bazaar.
- **Theme Baskets**
 - These are done and on display. Tickets can be purchased through SchoolCash Online, or at the Bazaar.
 - **Action Item:** Rebekah to touch base with Mrs. G regarding how she plans to handle the online ticket purchases.
- **Cake Walk**
 - Bake Sale forms went home yesterday, and all should be in hand if cupcakes and cakes come in.
 - **Action Items:** Lily will get candy canes or similar as the consolation prize; the candy canes needed for Santa (additional task); and any needed boxes for cupcake take homes.
- **Santa's Workshop**
 - **Decision Made:** Julie is now able to attend the Bazaar and will be the lead for this station, with Christine's support.

- We have a \$500 donation for Santa's Workshop to use.
 - Note that we may need one more volunteer, as one staff member has a conflict.
 - **Action Item:** Marcia to connect Christine and Julie regarding extra purchases for the workshop. *(This has been done.)*
 - **Action Item:** Julie and Christine to go shopping after they have seen what has come in.
 - **Action Item:** Julie to buy tape.
- **Wrapping Station**
 - **Action Items:** Andy to reach out and ask Robin if she has bought anything yet or wants to and report back so that Julie and Christine can stock the workshop. *(This has been done.)* Andy will also put both Jen's and Julie's mothers in the Wrapping Station.
 - **Action Item:** Exec to pre-cut some wrapping paper. *(Julie to coordinate.)*
- **Reindeer Food**
 - **Decision Made:** Jen will lead the set-up for this station, the staff volunteers will run the room on the day.
 - **Action Item:** Jen to purchase needed supplies.
- **Fishpond**
 - **Action Item:** Andy to check the shed for the physical fishpond.
 - Cheyenne can donate Christmas sucker tattoos and a few necklaces, and suggests we buy pencils, gummies (can be used at the movies if we have leftovers), Halloween chocolates.
 - Emma suggests we buy vinyl water bottle stickers.
 - We have about 200 glow sticks in the storage room.
 - Julie can donate 50 "fizzes."
 - **Action Item:** Marcia to gather items and purchase what's needed to reach 1000-1200 items in total.
 - Jen's dad is making new fishpond rods x 4.
 - Amy suggested that Declan might be able to help with the Fishpond if we need another volunteer so that Marcia can float.
- **Face Painting**
 - **Action Item:** Melissa has bought 4 x kits of face paint. She'll buy 2 more, as well as some Christmas tattoos from Amazon (~300).
 - **Action Item:** Melissa to reach out to Mr. Briden regarding face paint designs.
 - **Action Item:** Jen will email Melissa a final list of which items overall still need to be bought.
 - Note that Melissa will not be able to help with set up on Friday night. *(Exec can do it.)*
- **Cookie Decorating**
 - Leanne can no longer attend, so Sarah Price will help Nicki with this station.
 - Nicki went in-person yesterday to try to source more cookies (she already has 240). She is still trying Superstore and will also try Sobeys, aiming for ~350 cookies in total.
 - **Action Item:** Cheyenne will donate/provide gloves for the station.
 - Suggestion: Shaker bottles of sprinkles are best.
 - **Action Item:** Jen will email Nicki a final list of which items overall still need to be bought.
- **Scott's Nursery**
 - This fundraiser is going well.

- **Creeker Café**
 - This station needs an additional volunteer.
 - Cheyenne has been in touch with Erica from Papa John's and is planning to get 3 different orders, with 16 pizzas per order. The price has gone up; it's now \$14.60 for a large pizza. For drinks, we will offer coffee, hot chocolate, water, and juice boxes.
 - **Decision Made:** We will charge \$3.50 a slice, and \$1 a drink.
 - **Action Item:** Jen to check for last year's receipts for the Creeker Café.

- **Bake Sale**
 - **Action Item:** Amy to buy more pricing stickers.
 - **Action Item:** Amy to gather the Bake Sale forms that come in on Nov 27th and put a call out if we need more specific items, particularly cupcakes (as they are also needed for the Cake Walk).

- **Activity Tickets**
 - We have the tickets and three volunteers for this station.
 - Suggestion based on last year: Send people to Santa's Workshop directly from the ticket station, as that activity can become congested.

- **Photo Booth**
 - **Decisions Made:** The photographer will take 2 photos per person; we'll charge 3 tickets for the 2 photos; and we'll use Julie's holiday backdrop and not worry about props.
 - **Action Item:** Exec to iron out the process for tracking photos.

Teacher Requests

- No requests from teachers currently, although they are still interested in the \$100 each for additional supplies that we discussed at the first meeting.
 - Initially we were not sure if we had enough money for the Bazaar, but we have not committed to anything for this year like we did last year, so we should be able to do that this year.
 - Motion to approve?
 - **Decision Made:** Approved.
 - Approved by Lily.
 - Seconded by Emma.

Any Other Questions/Concerns

- **Open Question:** Does the Bazaar count as one of our school's "special events"? It is not clear what is deemed a "special event" and/or whether there is a cap on how many special events a school can hold.

- **Bazaar Set Up/Extraneous Items:**
 - A few teachers have said they can help right after school on the Friday, which is typically from 5-8.
 - The school will be open at 9:30am on Saturday morning for remaining setup. (Bazaar starts at 11).
 - Communication to families should remind them to bring both cash and reusable bags.
 - **Action Item:** Jen to update the Bazaar map.

- **Action Item:** Marcia to update activity station signage as needed. (Creeker Café at a minimum.)
- **Angel Tree**
 - This is an initiative that the school runs. Home and School will discuss contributing in general once we know more about how much might need to be supplemented.
 - For the Bazaar, the school will be in touch with families who may need support to attend the event, and if they accept support, Home and School will supply activity tickets.

Meeting adjourned at 8:08pm.

Submitted by Marcia Franklin

Garden Creek Home & School Association