



GARDEN CREEK HOME AND SCHOOL

Meeting Minutes

Tuesday, October 17, 2023

Garden Creek School Library, 6:30 pm

Attendees

1. Brittnie Campbell
2. Cheyenne Dickinson
3. Stephanie Elkins
4. Scott Elvin
5. Marcia Franklin
6. Leanne Greene
7. Andy Han
8. Christine Ritchie
9. Samantha Robichaud
10. Lily Smallwood
11. Rebekah Thompson
12. Jennifer Ward

Approval of Previous Meeting Minutes

- Approved by Jennifer
- Seconded by Cheyenne

Treasurer's Report

- We have \$3700 to go into the Bazaar.
 - **Action Item:** Andy to speak to Mrs. G to ensure this is enough to cover us for lead up costs.

Movie Night

- **Movie Night runs Friday, October 27th in the school gym. Time is TBD.**
- Cheyenne: We're currently in limbo as we wait to hear about the Book Fair. It might work out well if people can get in to browse the Book Fair before they come into the movie, as it might bring more people in.
- Samantha: Wednesday and Friday currently have no volunteers for the Book Fair. It's currently slated to open at 5:30pm and Alex intends to be around. Time, however, is up for discussion depending on what Alex wants to do regarding Movie Night.

- **Action Item:** All GC HS Committee members to sign up using the link provided over email if they're able to support the Book Fair.
 - Note: Jennifer mentioned that she may be able to help with the Book Fair ahead of the movie.
- **Decision made:** Movie will be *Trick or Treat Scooby Doo – Original Movie*, Cheyenne already has a copy.
- **Action Item:** Cheyenne to buy water, popcorn, and all supplies needed.
- Andy: We get our popcorn from a supplier, Wiseman, and we pop it in the kitchen during the day of the movie. Cheyenne will be popping popcorn and needs help.
 - **Action Item:** Andy can't attend the movie but will help with popcorn.
 - **Action Item:** Brittne will also help with popcorn after the Breakfast Club.
- Andy: We need volunteers to help to sell popcorn, water, and gummies while the movie runs. Typically, volunteers need to arrive at 6pm, but we may need some earlier to help with Book Fair. For awareness, siblings who do not attend GC can come, but not friends/neighbours.
 - **Action Item:** Jennifer and Leanne to help with Movie Night.

Coffee Fundraiser Update – Provided by Andy in Julie's absence

- 245 boxes ordered; profit was \$1470.
- Pods and higher price point may have contributed to a lower profit than last year.
 - This year's coffee was largely a test for comparison with last year (which was Java Moose, with many options including a Creeker blend). Our profit was higher last year (over \$5000) and so next year we'll likely return to Java Moose and narrow the options.

Halloween at the Creek

- GC HS volunteers will be coming to decorate the school for Halloween on Monday evening, October 30th. Andy and Julie will be at the school at 7pm.
 - **Action Item:** More GC HS volunteers who can decorate are needed.
 - **Decision needed:** Marcia is tentative.
 - **Decision needed:** Stephanie is tentative.
- Samantha: If GC HS is coming to decorate, maybe you could set up a photo booth that encourages classes to take a photo for the yearbook?
- **Decision made:** We will set up a photo booth.
- Samantha: If someone can volunteer to take class photos during the day on Halloween, that would also be helpful. It's hard for the teachers to do it when they need to organize their students.
 - **Action Item:** Cheyenne to ask Ashley Yerxa.
 - **Action Item:** Andy to take photos if Ashley is unavailable.
- Andy: Last year Julie brought in some inflatables, and she proposed we buy some from HS funds for about \$20 each this year. Does anyone want to approve Julie using \$200 to buy these?
 - Jennifer: Approved.
 - Lily: Seconded.
 - **Action Item:** Julie to purchase \$200 worth of Halloween inflatables.
- Andy: If anyone has any decorations they're not going to use themselves this year, please consider lending or donating them.
 - **Action Item:** All GC HS Committee members to consider whether they can lend or donate Halloween decorations.

Teacher/School Update

- Samantha: Nothing to report.

Breakfast Club Update

- Jennifer: We're still looking for more volunteers. If there are two people, you'll be done by 8:30 at the latest. Last year you signed up for a set day, but we're trying to develop a pool so that you don't need to commit quite as much. Use *Sign Up Genius* to check the schedule if you can help.
 - **Action Item:** All GC HS Committee members to sign up using the link provided over email if they're able to help with Breakfast Club.

Bazaar Update

- Letter for donation requests is in development.
 - Cheyenne to check old emails and Andy to share all files in Google Drive with the current Executive. Once accessible, Marcia to update an older version of the letter.
 - **Action Item:** Marcia to update and share the refreshed letter with the Executive team. (*Update: This happened on Oct 18th.*)
 - **Action Item:** Andy/Rebekah to share the letter template with the GC HS Committee.
- We need a shared tracker for donation requests.
 - **Action Item:** Andy to source previous tracker and update.
 - Known requests/items that have been donated thus far from local businesses that *should not be approached again include* (this list is not exhaustive; we need the tracker):
 - Marcia: \$50 gift certificate to 540 Restaurant & Bar secured.
 - Marcia: \$75 gift certificate for Flow Cleaners secured.
 - Marcia: Ask made regarding 2 x tickets to Elf, waiting on donation request letter.
 - Jennifer: Ask out to Ritchie's Carpet Warehouse, waiting on donation request letter.
 - **Action Item:** Cheyenne to approach Jodie Yerxa about possible Playhouse Tickets.
 - **Action Item:** Marcia to discuss a possible Fredericton Golf Course ask with Andy.
- Brittne will now be away in Quispamsis on the day of the Bazaar.
 - **Decision made:** Jennifer will do Reindeer Food in place of Brittne.
- Andy shared the following update from Julie regarding the Photo Booth:
 - Julie would like someone to track photos being taken by Matt Gorvette. Perhaps only offer digital photos, and send them out by email from Home and School?
 - **Volunteer Needed:** Photo Tracker/Organizer
 - **Action Item:** Julie to buy a new photo backdrop that is more "winter-y" and less "Christmas-y."
- Scott's Nursery fundraiser:
 - These are orders for Christmas wreaths, etc., that are basically tax-free when you buy them through Home and School.
 - Orders from parents need to be submitted on Nov 22 to the school.
- Silent Auction:
 - **Discussion item:** Whether to run a hybrid auction, or in-person only. To both maximize profits and make it a more equitable experience overall (to not disadvantage those

- bidding online), it might make sense to only run it in-person and set minimum bid amounts. (For example, a \$50 gift card is set with an opening bid of \$50.)
- **Decision made:** The Silent Auction will run in-person only, with set minimums.
 - We may discuss doing an online fundraiser in the Spring.
 - Theme baskets:
 - Each grade has a theme, and they collect things to go into the basket. The teachers also make one. We usually have extra items leftover, so end up with 9 baskets in total. It's one station at the Bazaar where you buy tickets, and your ticket might be drawn for that theme. Parents will send in items related to their child's grade's theme, but they can also choose to donate to SchoolCashOnline and we use that money to fill in the gaps and prevent doubling up on items.
 - Past themes have included items such as: Lego, Gift Wrapping, Family Movie Night, Games Night, Sweet Treats, Arts and Crafts, Book Lovers, Christmas Wrapping/Decorating (the teachers have done this), Ultimate Baking, Stuffies, Snow Day Survival, Fidgets... we've also discussed possibilities like a Car Detailing basket and a Gift Card basket. The Lego basket was hugely popular in the past but difficult for parents to buy for because of the cost of Lego sets, but that could be a good option if we had monetary donations, as then we could just buy for that theme.
 - Other suggestions raised included: Spa/Bath Bombs, etc. and "Santa's Workshop"/Stocking Stuffer-type items.
 - Lily is interested in running an "Advent Christmas Countdown." Teachers record themselves reading the Christmas book that they donate to the basket, and then those recordings are shared in a countdown to Christmas Break. This could inspire a love of reading.
 - **Action Item:** Lily to investigate "Advent Christmas Countdown" and organize if feasible. If so, this will replace the Christmas Gift-Wrapping basket created by the staff last year.
 - Samantha raised that she has typically given the teachers a list of theme options and had the students pick.
 - **Action Item:** Samantha to circulate a list of theme options and return answers as a priority. (Rebekah needs the confirmed basket themes by October 30th.)
 - Display Case:
 - Samantha asked if we want to put the theme baskets in the display case. They might not all fit, but there might otherwise be an issue with things going missing. Suggested that we put a couple of the higher-end items in the display.
 - Decision made: Samantha will leave the fall items in the display until mid-November and then we can create a display with some key items for the silent auction and the theme baskets. This may or may not include "Snoopy," which has been used in the past.
 - **Action Item:** Samantha to check for Snoopy.
 - **Volunteers needed:** To create the display one evening in mid-November.
 - Miscellaneous Bazaar-related Items:
 - **Action Item:** Andy to source the Bazaar Info Sheet for Rebekah, which explains the Bazaar for new parents.
 - **Action Item:** Nov 13th is a holiday – Rebekah to change the Scott's order form deadline to Nov 9th.
 - **Action Item:** Rebekah to change the Silent Auction Info goes home deadline to Nov 1st.
 - **Action Item:** Lily is still to book Santa. (*She has confirmed he's available.*)

- Samantha update: Theresa, Blaine, and Bev are the custodians, and Mrs G is asking them about cleanup for the Bazaar.
- Baked goods *should* be nut free for the bake sale. But we put a note on items if they come in with nuts in them and still sell them.
- Three different colours of tickets for the Bazaar are needed:
 - Activity tickets
 - Theme basket tickets
 - Elf auction tickets
 - **Action Item:** Andy to look to streamline the tickets so that they're less confusing and buy new ones if needed.

Meeting adjourned at 7:41pm.

Submitted by Marcia Franklin

Garden Creek Home & School Association