



GARDEN CREEK HOME AND SCHOOL

Meeting Minutes

Tuesday, October 15, 2024

Garden Creek School Library, 6:30 pm

Attendees

1. Brittnie Campbell
2. David Dennis
3. Marcia Franklin
4. Carie Grant
5. Andy Han
6. Jenn Handrahan
7. Nicki MacPherson
8. Emma O'Connor
9. Christine Ritchie
10. Samantha Robichaud
11. Rebekah Thompson
12. Jennifer Ward

Approval of Previous Meeting Minutes

- Approved by Jen
- Seconded by David

Mitchell's Soup Update (Rebekah)

- We sold well over 200 soups and will come away with approximately \$915 raised.
- Soups will be arriving soon, and Rebekah could use some help organizing them.
 - **Action Item:** Rebekah to touch base with both Brittnie and Andy as possible helpers.

Financial Report (Jen)

- We have approx **\$8900** in the bank currently, which is artificially low as we are waiting for money back from soup. Once the soup money has come in, we will be near the \$10,500 we are keeping in reserve for Phase 2 of the Lily Pad Legacy Project.

Movie Night Update (Carie)

- **Action Item:** Andy to pick up water and pop the popcorn during the day on Friday.
- **Action Item:** Marcia and Andy to support Carie at Movie Night, and Marcia to coordinate jibbitz sales at the snack table.
- Float is in the safe, and Marcia will use it for the jibbitz sales as well.

Halloween Spooktacular

- Decorating the school is happening on Friday, Oct 25th. This will include Jen and helpers building an arch. We have several decorations in the closet, and we will need to check the shed for others.
- **Action Item:** Jen to coordinate decorating times/shifts.

School Representation

- Book Fair is running October 21st to 25th. Tracy Jacobs is looking for volunteers, including someone to help with set up this Friday, October 18th, and volunteers to run the Book Fair next Wednesday afternoon (Oct 23rd) from 12:30 to 3:30.
- **Action Item:** Samantha to send a sign-up genius link to Andy, and Andy to coordinate some communication on socials about the Book Fair.
- **Potential Volunteers for Wednesday, October 23rd include Andy, Jen, and Emma.**

Bazaar!

- **Santa's Workshop**
 - Some upgrades in planning for the workshop this year include:
 - We will have at least 12-13 volunteers between the workshop, wrapping room, and (new!) waiting room. The waiting room will happen in the first classroom, the wrapping room in the second, and the workshop in the third. We will need to hang a "No Parents Allowed" screen between the waiting room and the wrapping room.
 - We will have at least 600 items for "purchase".
 - The wrapping room will have more gift bags, and labels pre-addressed to Mom or Dad.
- **Creeker Café**
 - **Action Item:** Andy to organize coffee and hot chocolate for both the café and the workshop waiting room. (Note: Café lead does not need to order coffee and hot chocolate for the café.)
 - **Action Item:** Samantha to let Exec know how many free coupons (pizza + drink) to prepare for distribution.
- **Theme Baskets**
 - **Action Item:** Rebekah and Samantha to coordinate the voting list for items for the theme baskets.
 - **Action Item:** Andy to organize the crates for the theme baskets. (Check the shed.)
 - **Decision Made: We will meet in the library on Tuesday, November 5th at 6:30pm to assemble theme baskets and touch base on Bazaar planning items.**

- **Other Bazaar-related Items**

- Decorating and Setup – We are planning to decorate for Christmas on Friday, Nov 22nd (a PD Day the week before the Bazaar). We will also be setting up for the Bazaar on Friday, Nov 29th. **Volunteers are needed for both.**
- Elf Auction – We got a \$500 sponsorship towards this station! And we will aim to include signage that recognizes our sponsors at the applicable activity tables. 😊
- Bake Sale – The pledge forms for the Bake Sale go out November 14th and will need someone to coordinate.
 - **Action Item:** Marcia to update last year's pledge form and send to Mrs. G.
- Silent Auction Donations – Exec currently has a spreadsheet for tracking donation requests and donations secured. **All H&S members are encouraged to source donations for the Silent Auction**, but please check with Exec to ensure you do not double up on asks.
 - **Action Item:** Marcia to update the donation request letter template and circulate it over email to all of H&S by the end of this week.
- Angel Tree – At this time, we do not expect Angel Tree to run.
- Coat Check – At this time, we are not planning to run a coat check. We will, however, advertise that attendees should leave their coats in the car!

Other Fundraising Updates (Emma)

- Emma will soon launch coffee, and the flavours will be Candy Cane, Egg Nog, and Creeker blend. Our profit will be \$3 per bag, and people ordering can choose to order either ground coffee, beans, or k-cups.
 - **Action Item:** Emma to talk to Mrs. G about the setup for SchoolsCashOnline.
- Emma will also run the Scott's Nursery fundraiser. You prepay for your item(s), such as wreaths or poinsettias, and you get your coupon(s) to pick up the items at Scott's before Christmas. The profit per product ranges from \$2 to \$12. *Note: Jen says to put the invoice in the school's name.*

Any Other Items/Questions/Concerns

- Staff Volunteers for Bazaar
 - **Action Item:** Marcia to update and send a list to the school for staff sign-ups, as we did last year. Aim to do this by late next week, so there is time for sign-ups ahead of our meeting on November 5th.
- Cleaning post Bazaar
 - **Action Item:** Andy to connect with the school regarding the availability of the school custodians at the end of the Bazaar.

Meeting adjourned at 7:30 pm.

Submitted by Marcia Franklin

Garden Creek Home & School Association