
Nov 03/23

Biweekly Friends Meeting

Mission statement:

As a part of the Friends of East Lake School Society, we will represent our students, their families, and our diverse community, in a positive and professional manner while maintaining an open and adaptive mindset as we fundraise for multiple school projects.

Our charter:

- Participation / commitment
- Communicate in a transparent manner
- Solution based dialogue
- Refrain from controversial comments

Meeting started at: 8:31am

Meeting adjourned at: 9:48am

Motion to adopt the minutes from last meeting: Stephen and Brittany

Attendees Present (Highlighted):

Debbie, *Chair*

Brittany, *Vice chair, events coordinator*

Stephen, *Treasurer*

Shannon *Volunteer coordinator*

Jen, *hot lunch*

Kyla, *hot lunch*

Vacant, *secretary*

Agenda:

Last Meeting Follow-up:

Role responsibilities / description review and update new position -

- Chair Reviewed
 - Vice chair Reviewed
 - Treasury Reviewed
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- Director Reviewed
- Secretary N/A
- Volunteer coordinator - New preview volunteers, confirm criminal checks completed, orientation completed coordinate people for events (set up, concession, clean up)
- Hot lunch coordinators - New Reviewed and discussed, and Jen will build the role description. Will create a new email address for Hot Lunch separate from friends.

Follow up meeting with Jordan regarding fundraising asks, casino money - Brittany and Deb:

Outdoor play area, sun shades, landscaping Approximately \$20000

Field trips with the remaining funds approximately \$11000

Shannon being reimbursed for school books

Will vote on Nov 15 if we reimburse for \$115 at the school meeting with Jordan

New Business:

School sign - Follow up with Janelle

Dance recap:

- Successes: participation, pizza pre-order, funds raised
- Opportunities:
 - Limiting access within school
 - Set up and clean up. The same few people did both, will have a group for each organized by volunteer coordinator
 - No school administrator.

Admin at after school events - who is running the show. Steve spoke to Susan and was to hear back. Never heard back but there did not seem to be any concern with us in the school with no admin.

Does a walk through of the school need to happen at the end: Will ask school administrators the proper process

Art cards update: Nov 3 cards go home, order by Nov 12

Remaining fundraisers: Will finalize at next meeting November 15

Budget update: Casino account \$31167 / Fund raising \$12000

Action Items:

Review previous meeting minutes prior to meeting: ~~100~~

Hot lunch feedback - the good, the bad and the ugly. Jen and Kyla provided information about the different vendors and a discussion on who we may not continue with.

Require invoices for hot lunch. ~~100~~

Record keeping for friends meeting minutes: Printed and saved in the cloud

Next meeting date: November 15/23

Carry over for next meeting: