

EAST LAKE FRIENDS SOCIETY MEETING MINUTES

Date: Wednesday, March 19th, 2025

Time: 7:05pm

Executive Members Present:

Mai Jomaa, Chair

Claudia McGowan, Vice Chair

Jenn Collins, Hot Lunch Coordinator

In-person Attendance:

Karen Hanks-Craine (Admin)

Susan Noble (AP)

Amy Semple (Acting AP)

Janelle Savage (Parent Council)

Nav Dhundal

Shannon Duque

Kyla Simms

- **Welcome and Call to Order**
@ 6:07pm
- **Approval of Agenda**
Approved by: Jenn Collins seconded by Janelle Savage

• **Approval of previous minutes:**

Previous minutes had incorrect date. Claudia has requested to correct, approved by Jenn Collins and seconded by Janelle Savage

• **Review Action Items from January Meeting:**

Plant Fundraiser | Jenn

- Have decided to proceed. Andrea is heading it, she's using seeds and planters on mothers day (from bluegrass).
- Mothers Day would be great for both baskets and planters. If approved, she will go ahead and get the fundraiser started, so school has until end of March to sell. Pickups will be May 9th to May 11th
- Suggested retail: 11 inch basket \$20, planter \$35, Tomatoes \$25, Strawberries \$4

Approved: April 18th deadline, delivery May 7th to school to parents have a couple of days to pickup

Projector Status | Claudia

Projector is on hold until further notice. Waiting to see what happens with transition. Reserve money from previous casino night needs to be spent ASAP. Quote received on projector but not the electrical.

Casino 2025 Update | Jen

- NEED volunteers, date has been confirmed for long weekend in June.
- Flyers have been posted online, and print copies at front entrance of school. Claudia will ask city and foodbank to share our post.

Volunteer Orientation Feedback

- There was none

Outstanding Audit Update / Accountant Recommendation | Mai

- Met with an accountant who went through the books. A lot of discrepancies, close to around \$10K that we cannot reconcile. There are some receipts, but many are missing.
- Taxes have not been filed for Fiscal Years 2022 & 2023
- Pro Bono outsourcing being considered (weighing cost vs benefit)
- Some examples of items requiring further clarity: such as Christmas gifts, clothing, office supplies, ATM cash withdrawals, ect.

Motion to introduce amendment to bylaws requiring more stringent approvals on spending / reimbursement

- Proposed verbiage has been circulated to group, and will vote to approve at next meeting as required by bylaws.

Financial Update

Karen

- Telus Spark trip coming up
- FRIENDS supported science fair
- Battle of books approved for \$2500
- Spring staff student lead had subway, approved for \$400, came to \$416.97 with tip
- Band request was sent in CDN but it was actually USD
- Razz Kids, 3 of the French teachers had subscription, thought it was \$622, but was only for 2 teachers. Came to \$888.
- Butterflies approved, haven't arrived yet
- Fish have been paid for
- Bussing for Be Brave, all receipts being processed. \$1200? Was approved
- Be bright day, \$150 approved
- Bought popcorn for popcorn days.
- Requesting cheque for about \$8000 for swimming, skating and other sports.
- Planning grade 6 trip, which still needs to happen. School waiting for cheque. This is in-line with expected cost.
- They have roughly \$500 in funds left between accounts.

Mai

3 Pending requests

- Ms.Lucas class, bussing for \$1100 for all students. Science center, Telus Spark, entire trip is 2700. They are asking only for the bussing.
This is for all the grade 1's, 150 students
Approved
- Ms.Rami's class wants to rent a life-cycle kit for science. Looking for \$280
Approved
- Grades 4,5,6 French Immersion wants dictionaries for \$900
Approved

- Friends account current sitting approx. 19K (8K pending for sports)
- Casino account is 31K
- Hot Lunch – Some mix-up with the cheques. Mai has not received any cheques for healthy hunger. Will work on resolving this.
- Bottle Drive - \$360 cash has been deposited
- Popcorn total – For the school year \$6010 YTD before expenses. Sales declining so will think of other ideas.
- Pending: Grade 3's want to go to the zoo but may be too late
- Kindergarten is going to Zoo May
- Trickster Theatre Residency
Cost is \$27K. Will be in the Spring (when its warm enough for students to practice outside), they can also use the gym. The whole school gets to participate. Susan has worked with them in the past at another school. They come in for 2 weeks, so every student has ability to participate. Half the school will go 1st week with the other half going 2nd week. They work 90 minutes/day on a production. Each group develops a piece to perform at the end of the week. It's a week long "field trip", they work in all areas of production of the show. It's a great experience. Need to pay for this in October. (Friends asked to commit \$10K, Grant for the balance. If Grant unsuccessful cost will passed along to parents in the form of an option / fee to help cover cost)

Casino Money

- Recommending to approve for Volleyball standards and sets. 4 poles and 2 nets, includes everything to install. That's 2 total sets. \$13,100. \$720 is shipping
- Basket Balls, Volleyballs, Discus, Shotput \$3,000

Approved

Proposal for Jerseys for sports (Volleyball and Basketball)

- Cost is \$13,200 for owning them.
Need 2 sets of Boys and 2 sets for Girls
30 girls and 30 boys
Have to be numbered
They have to wear a jersey
Volleyball top is \$65 and they need 60
Basketball jersey is \$85 and shorts \$55. Before taxes.

PENDING

Donations

- Going to find out if we can accept cash donations (lump sum), from corporations, community members ect. Some people can't volunteer but can donate.

Upcoming fundraisers

- Purdy's for easter -> will start this week
Cut-off will be April 18th. Pickup will start on 14th (delivered to school) and up to 18th.
- June 6th popcorn day, being changed to donuts for International Donut Day (Mavericks Donuts). Going to contact Tim Hortons for affordable option as Mavericks is Pricey, would be an alternative option for kids who bring their \$2 expecting popcorn

Cheques Issued

- Shannon for food and refreshments for Science Fair (\$121.21)

- Claudia Hot Lunch Supplies (\$122.21)
- Jen for Hot Lunch Supplies (\$258.28)

Approved

8:23 PM ending time