

St. Martin's Catholic School Foundation

Meeting Minutes for January 20, 2014

Attendance: 8 people were in attendance as per the sign-in register

1.) Meeting was called to order at 6:03pm.

2.) Amendment/adoption of agenda

Motion: To add replacement of Vice President to the agenda as item 6.e

Moved by: S. K

Seconded by: A. M

CARRIED

3.) Amendment/adoption of minutes

Motion: To adopt the minutes as per email distribution

Moved by: S. P

Seconded by: C. S

CARRIED

4.) Treasurer's Report

The statement of financial position for the 5 month period ending January, 2014 was reviewed by D. F. Discussion was held.

Motion: To accept the report as distributed

Moved by: L. S

Seconded by: C. S

CARRIED

5.) Old Business

a.) iPad mini purchase - (reported by J. D): In the morning, the iPad minis are distributed amongst Div. I. Each grade one class receives 3, each grade two class receives 2 and each grade three class receives 2. The iPad minis are returned at lunchtime, and then any class in the school can book the set of 14 in the afternoon. A PD session is scheduled for Jan. 21, 2014 to provide additional instruction for staff on use of the iPad minis. The school tech. committee will be involved in deciding which apps will be purchased.

b.) Popcorn maker purchase - (reported by S. K): A Whirly Bird popcorn maker has been purchased for the school, to supplement the larger popcorn maker at a cost of \$24.14.

c.) Budget

The preliminary budget was distributed and reviewed by D. F. Discussion was held. L. S offered to file the annual return for 2014 to eliminate the need for paying a professional to complete this.

Motion: To advise Duncan and Craig that a Foundation member will file the annual return for 2014 and upcoming years.

Moved by: D. F

Seconded by: L. S

CARRIED

Motion: To alter the preliminary budget to reflect the following changes: 1.) Increase fundraising revenue to \$18,000. 2.) Add revenue incurred through rental income from chair covers at \$2,000. 3.) Change the projected casino proceeds to \$1450. 4.) Change the Mathletics total to \$0 (spending was completed last year for this item) 5.) Increase the fundraising expenses to \$6700. 6.) Increase the cost of popcorn supplies to \$300. 7.) Transfer \$2200 to the learning enhancement reserve. 8.) Transfer \$27, 689 to the kitchen reserve. These changes will result in a total revenue of \$90,796 and total expenses of \$90, 796.

Moved by: D. F

Seconded by: L. S

CARRIED

6.) New Business

a.) Volunteers for Legion Dates:

- 1.) Friday, May 30 2014 from 5:30 - 7:00pm (Steak Fry)
- 2.) Sunday, June 8 2014 from 9:00am-12:30pm (Pancake Breakfast)

At least two volunteers are required to work in the kitchen for each date. J. D will put these dates in the March school newsletter and request volunteers.

b.) Casino date: The Foundation has been scheduled to work the casino in Camrose on May 27 and 28th. More information to come.

c.) Roles and responsibilities: tabled until next meeting

d.) Committee Reports

a.) Harvest Ball - tabled until next meeting

b.) Fundraising - L. S reported that Norcard will be distributed in February and that Regal will be sold from March 1 - 31st.

c.) Kitchen - S. K reported that once S. McMaster draws up a new plan a budget can be prepared

d.) Hardship policy review - J. D reported that the UCWL and Knights of Columbus have been approached to consider donating funds to cover the cost of hot lunches for hardship cases.

e.) Vice President: S. B resigned from her position as Vice President of the St. Martin's Catholic School Foundation effective immediately. A.M volunteered to assume this role.

Motion: To have S.B removed as a signing authority for the bank account of the St. Martin's Catholic School Foundation held at the Treasury Branch and to replace her with new Vice President, A.M.

Moved by: C. H

Seconded by: L. S

CARRIED

7.) Meeting adjourned at 7:15pm.