

CHEFS Meeting Minutes (Draft)



C.H.E.F.S.

Overview

CHEFS relies on the support of parents, guardians and community members to run all our fundraising activities and special events throughout the year. The funds raised goes towards supporting our school and our children to enhance their learning. Decisions are made during our Parent Society meetings to determine where funds should be allocated.

Date and Time	Location	Attendees	Absentees
01/23/2025, 07:30PM to 08:00 PM	Virtual Teams Meeting	Fiona Asag, Amber Van Dooren, Jodi Remple, Laura Hack, Ashley Wilson, Nadine Guard, Charlotte Tran, Gagandeep Kaur	Sheri Sipoos

Agenda	Action Items
● Board & Committee Reports ○ President - Nadine Guard ■ CHS Website Updates for Fundraising ■ Parks Foundation Calgary Account Set-up ○ Vice President - Ashley Wilson ■ Fundraising Inclusivity Strategy for Playground ○ Treasurer - Sheri Sipos ■ Financials overview - CHEFS ■ Financials overview - Playground fundraiser ■ Financials overview - Casino ○ Fundraising Director - Fiona Asag ■ Family Paint Night - Jan 31 ■ Family Nerf Wars - Feb 16 ■ Playground Fundraisers ● Read-a-thon (rally up) for literacy ● Thank you for online silent auction, 50/50, Fundscrip & merch sales ■ Ongoing fundraisers ● New one - Pedal Heads ● Fun Lunch & Treat Day ● Dance Coordinator - Amber Van Dooren ○ April 24, 2024 ● Casino Coordinator - Charlotte Tran ○ Next Casino - Jan 27 & 28 - Need 4 more volunteers ● Current Business or Concerns ○ Request for funds CHEFS ○ Request for funds Casino	CHEFS Action Items □

Meeting

1. **Call to order at: 7:38pm**
 - Introduction of guests and executive members
2. **Review and Approval of Agenda** (*motion to accept*)
 - First: Amber
 - Second: Laura
 - Carried
3. **Minutes from previous meeting on November 21, 2024** (*motion to accept*)
 - First: Amber
 - Second: Jodi
 - Carried

4. **Board & Committee Reports**

a. **President** - Nadine Guard

- CHS Website Updates for Fundraising
 - Playground tab created, but other schools have set up their own websites, with council and playground to increase engagement, currently looking at this for CHS
- Parks Foundation Calgary Account set-up
 - Very helpful resource, just waiting for account number

b. Vice President - Ashley Wilson

- Fundraising Inclusivity Strategy for Playground

c. **Treasurer** - Sheri Sipos

- Financials overview - CHEFS
 - \$24,249.90
- Financial overview - Playground fundraisers
 - \$3,170.00 raised from Silent Auction
 - \$1,984.67 raised from 50/50
 - \$717.45 raised from garage sale
 - Misc fundraisers - payments sent to the Parks Foundation account at the end of the school year
- Financials overview - Casino
 - \$81,949.70.51 (less \$45k reserved for playground)
 - \$2,500 cheque for parks foundation set up

d. **Fundraising Director** - Fiona Asag

- Family Paint Night - Jan 31
- Family Nerf Wars - Feb 16
 - Will need volunteers
- Playground Fundraisers
 - Read-a-thon (rally up) for literacy
 - Thank you for online silent auction, 50/50 raffle, Fundscrip & merch sales
- Pedal Heads as an ongoing fundraiser
 - Code to give \$25 per enrolment to CHEFS

e. **Fun Lunch & Treat Day**

- Overall good options, takes a little more coordination, looking forward to introducing more options

f. **Dance Coordinator** - Amber Van Dooren

- April 24, 2024

g. **Casino Coordinator** - Charlotte Tran

- Next Casino - Jan 27 & 28
 - Need 3 to 4 more volunteers

5. **Current Business or Concerns**

- Request for funds CHEFS
 - Request sent via email between meetings (**\$75** for Remembrance Day Ceremony Wreath, **\$40** additional dollars for Literacy Week)
 - First: Amber
 - Second: Jodi
 - Carried
- Request for funds CHEFS

- Paint night supplies - **\$350**
 - First: Amber
 - Second: Jodi
 - Carried
- Request for funds CHEFS
 - Nerf City family night - **\$500**
 - First: Jodi
 - Second: Amber
 - Carried
- Request for funds CHEFS
 - Grade 5 Farewell Tree - **\$600**
 - First: Amber
 - Second: Jodi
 - Carried
- Request for funds CHEFS
 - Water filling station - **\$3,000**
 - First: Amber
 - Second: Laura
 - Carried
- Request for funds CASINO
 - Technology (Library Scanner) - **\$800**
 - First: Laura
 - Second: Jodi
 - Carried
- Request for funds CASINO
 - Release the funds for Parks foundation - **\$45,000** casino, **\$1,984.67** from 50/50, **\$3,170.00** from silent auction and **\$717.45** from garage sale
 - First: Jodi
 - Second: Amber
 - Carried

6. Next Meeting: March 13, 2025

Meeting Adjourned at 8:09pm