

DRBS Development Association Meeting Minutes

June 11, 2024

Meeting called to order at 8:09pm

Attendees

Jacqui Lund	Laverne Mok
Nick Berdusco	Andrea Suarez
Jamie-Lynn Leci	<u>Online</u>
Diana Lasso	Karen Wotton
Chris Kozelj	Lindsay Primrose
Sadaf Burham	Kristen MacKay
Natasha Monk	Nicole Leung
Nicky Palmer	

Motion to approve minutes for the May 14, 2024 Development Association meeting by Jacqui Lund, seconded by Diana Lasso. Motion carried.

Motion to approve the agenda for this meeting made by Jacqui Lund, seconded by Sadaf Burham. Motion carried.

Chair Update

Jacqui shared the Development Association Annual Report and will send it to the school community to help the community understand what was done this year.

Discussion of promoting the apparel store and possibilities for new designs etc. Discussion of pinnies for the students to wear on field trips.

Secretary's Update

No update.

Treasurer's Update

Financial Update

Overall, we are within \$2k of the budget.

The fiscal year is September to August. After fiscal year end Natasha will work on tax returns and financial reports.

We do need another person to review and audit the financial statements, an independent second review. Chris will do this.

Playground Coordinators' Update

CBE will cover portion of paving that we cannot afford within our budget to pave the entire, large muddy area beside big playground (potential future site of gaga ball court).

Q - Can we paint games on the paved sections? Yes, for sure. Four square, hopscotch, etc. Chris can look into the costs and what the rules might be.

Contractors will be coming soon to remove the mulch from the small playground. After that CBE will remove the playground making space for the big net climber. Natasha reminded that the contractor must submit a separate invoice to Education Matters to use the Legacy Stars fundraiser funds.

Chris and Carrie found three teenage siblings in the area who will take on the job of watering outdoor learning area for July and August - currently coordinating training meeting between facility operator and employees - they agreed to \$20 per hour for 2, two-hour sessions per week for 8 weeks for a total of \$640, weather dependent. Carrie will train them and look into spigot repairs.

Q - Jamie-Lynn asked will they be covered by the Development Association's insurance if they are injured working for us? Natasha and Jamie -Lynn will look into this.

Fun Lunch Coordinator Update

No update.

Fundraising Coordinator Update

Sadaf has been investigating running a cheque drive. There are several options

We can run it through Education Matters but it payments have to be run through the school. It does allow parents to receive tax receipts.

The Development Association is a not-for-profit organization, not a charity. There is more rigour and stricter requirements to get and maintain charitable status. The administration and overhead requirements are significantly greater than just not-for-profit.

There are many fundraiser sites/services to collect funds on our behalf but we would need to be a registered charity for some such as Zeffy.com

We could also accept funds directly to the Development Association direct deposit account. Again, we cannot issue tax receipts.

Gofundme is another option but cannot issue tax receipts. It allows a dedicated page and a progress thermometer.

The drive will occur in September using Gofundme.

We would have to state in cheque drive materials what the funds are for to help parents understand the need.

The teacher supply fund, totalling about \$6k per year, could be used as the highlight for the campaign.

Q- What would we do with extra funds raised? Give them more. The funding goes directly to teachers so it may be very high interest. Funds would go into a common pool split by all teachers, not to specific teachers.

Q - Can we find out where Education Matters money goes? There is some concern that funds donated specifically to DRBS have not made it to the school. Sadaf will find out. Diana will also follow up with the funds that she donated.

Casino Coordinator Update

No update.

Hug n Go Update

No update.

Special Events Coordinator Update

Halloween Dance

Options for time are October 25th or 26th from 6:30 to 9:30 or 5:30 to 9:30 on Saturday. On the Friday we can't get in until 6pm due to Summit's booking.

Saturday would be easier for organizers and doesn't seem to be booked. That's the preference.

Andrea and Lindsay are working on the plan.

We can't book until June 15th when the City releases bookings. Lindsay will book it.

We sold 600 tickets in the past through Healthy Hunger. Karen can set up tickets. Tickets were \$10 last year and we may adjust the price for higher costs for this event.

Communication will go out on October 1.

Motion to approve up to \$3,000 for the Halloween dance made by Jacqui Lund. Seconded by Jamie-Lynn Leci. Motion carried.

Lindsay and Andrea will send a communication to ask about who would like to be on the planning committee.

Discussion about insurance for the grade 6 grad event. Natasha is waiting on the insurance company to provide information. Last year cost \$200 to increase our coverage for the event.

End of year/start of year signs.

Lindsay has signs booked, "farewell" for grade 6 students and an end of school sign for everyone else. \$200 is budgeted for the beginning of the year and \$200 for the end of year. The grade 6 sign would be paid through their event/grade 6 committee.

Meeting adjourned at 9:20 pm.