

	<p style="text-align: center;">Stanley Bay School Fundraising Team</p> <p style="text-align: center;">Meeting Minutes</p> <p style="text-align: center;">Monday 20 Feb 2018</p> <p style="text-align: center;">at 7pm</p>
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**Present:**

Justine Rowe (Chair), Tina Reid-Copus (Secretary), Lucy Naylor (Principal), Janet Squires, Tim Chapman (BOT), Rachel McDonnell (Teacher Representative)

**Apologies:** Stuart Harrington, Karyn Barnes-Pownall (Treasurer).

**Minutes:**

Minutes from the previous meeting dated 20<sup>th</sup> November 2017 was received and passed by Justine & Lucy

2017 Finance update

In absence of Treasurer, Justine provided an update on the FOSB Bank Account Balance and confirmation the 2017 \$40,000 BOT required funds had been transferred. Justine asked if the existing \$30,000 of FOSB funds which was on term deposit with the school account could be increased to \$60,000 to ringfence these funds for the playground. **Action Lucy advised Liz would be able to action the increased term deposit.**

Tim advised the 2018 BOT target for fundraising has increased to \$50,000 with the understanding this is a stretch target. Fundraising survey to ask which items the school community support for the funding as a goal – **Action Tim/Lucy to provide a list of 10 items to include in the survey to Justine.** Suggestions provided during the meeting were landscaping, heat pumps in classrooms, green team, support digital curriculum.

Noted that the fundraising board will need to be amended for 2018 target and goal once determined.

2018 target from BOT and how to update the fundraising target board for 2017

Team membership

Fundraising Team member capacity for 2018 was discussed

1. Team member capacity to offer
  - a. Tina standing down from secretary role will continue to help in a lower capacity
  - b. Justine standing down as Fundraising Chair once successor has been identified
  - c. Janet will help however limited capacity volunteer as working locally now
  - d. Stuart offered to run a sports event in the year
  - e. Karyn has advised Justine she is standing down as treasurer at the end of term 1
  - f. New members being Tim Chapman & Rachel McDonnell
  
2. Recruiting help
  - a. Use results from survey to decide if we target junior/middle/senior for events ownership

- b. BOT to pitch at 6 March digital evening to recruit for fundraising team & Justine agreed to have a table for meet the fundraiser with cookbook sales at this event
- c. Consider Staff & BOT input options
- d. Lucy advised it is a requirement by Min Ed to have chair, secretary & treasure as a core committee for school fundraising

**Justine & Lucy to arrange a meeting to discuss transition & recruitment**

Survey for our school community & review 2017 questions

Justine presented the 2017 survey results and this was reviewed for 2018 version to be prepared via survey monkey. Agreed to ask the parents what they would like to fundraise for – give options to select.

Reminder to give the value raised at each event – return on effort from 2017

Survey to be sent out in the next newsletter and via etap to run for 10 days – **Action Justine will prepare the survey based on the review held in the meeting.**

Draft questions:

Q1 *EXISTING EVENT – The Winter Social Evening (Our 2017 Bitch'n Bingo & Auction night raised over \$20,000). Which Winter Social Event would you like to attend this year in May incorporating an auction?*

*Wine Tasting Evening*

*Beer Tasting Evening*

*Drag Queen Dinner Show & Dance*

*School Ball*

*Quiz Night & Comedy*

*Yes please and I would like to offer to help work to organise this event*

Q2 *EXISTING EVENT – Gigantic Garage Sale – In 2017 this raised over \$26,000. How would you like to see the garage sale evolve in 2018?*

*Continue with the 2017 format to collect donations for 2 weeks with a bake sale, coffee & Sausage sizzle*

*Return to 2016 format to collect donations for 3 weeks with a bake sale, coffee & Sausage sizzle*

*Expand the garage sale to hold a fun fair & collect donations for 2 weeks*

*I would like to offer to help work with the Garage Sale Team this year*

*Take a break from the Garage Sale this year*

Q3 *NEW PROPOSAL – “Trivial Pursuit” - Hold a knowledge-athon for the children who seek sponsorship from friends and family for showing individual improvement over a 3 week period (the learning practice would be held during school time & based on \$10-\$15 raised per child we could raise \$3,000)*

*Our family supports trialling a Knowledge-athon*

*Yes please and I would like to offer to help work on this proposal*

*No thanks*

Q4 *EXISTING EVENT – Hold a Sport's night being a televised sporting event in the school hall most likely a football game (2017 was the Lions game with craft beer which raised over \$3,0000)*

*Our family supports a Sports Night Event at school & would attend*

*Yes please and I would like to offer to help work on this proposal*  
*No thanks*

Q5 NEW PROPOSAL – Sales Items for children to sell on behalf of school ie ecosoaps, sunblock, plasters etc

*Our family supports sales items to be sold for fundraising*  
*Yes please and I would like to offer to help work on this proposal*  
*No Thanks*

Q6 NEW PROPOSAL – Halloween Trick n Treat Map – Prepare a local map and detail the houses which will participate in Halloween for trick n treating, sell the maps locally for fundraising proceeds (possibility of seeking a business sponsor to advertise on the map to reduce costs)

*Our family would support the Halloween map and purchase one*  
*Yes please and I would like to offer to help work on this proposal*  
*No Thanks*

Q7 COMMUNITY EVENT – School Working Bee – Parents donate a few hours on a weekend to help with DIY tasks at school. A BBQ is provided with refreshments and a sausage sizzle! Kids are welcome at school and they appeared to have great fun last year.

*Our family support the idea of a working bee and would be happy to help out*  
*We like the idea but are unlikely to help out*  
*No Thanks*

Q8 COMMUNITY EVENT – “Parents Night Off” – Free Babysitting night at school from 5.30pm to 8pm on a Friday evening with school staff providing a movie in the school hall for your children. Enjoy a few child free hours!

*Our family would support Parents Night Off*  
*Yes please and I would like to offer to help work on this proposal*  
*No Thanks*

Q9 COMMUNITY EVENT – Our school would like to make a big effort with the Devonport 2018 Christmas Parade and demonstrate to our community that we are great school to join! Would you be able to help with preparing a float?

*Our family would like to help with preparing for the Christmas Parade*  
*Yes please and I would like to offer to help work on this proposal*  
*No Thanks*

Q10 Your thoughts – please tell us any other ideas for fundraising events, any feedback on worked well or didn't work well last year and if you would like to offer your help with an event

### Events for 2018

Actual events will be determined following the survey however suggestions outlined for dates:

1. School Picnic – BOT will run on 22 Feb for a sausage sizzle and ice blocks (no bake sale), previous years has been run by Fundraising Team approx. \$1,100 raised
2. School Social Event – date on School Calendar for Saturday 26 May 2018
3. Garage Sale – date to be proposed of Saturday 22<sup>nd</sup> September 2018 (last weekend before 3<sup>rd</sup> term ends)

4. A sporting event
5. Working Bee event

Any other business

Sponsorship was raised and BOT advised there is a sponsorship policy which needs to be reviewed before any sponsorships are agreed.

Lucy advised a chartered accountant has contacted school re offering sponsorship Suggestion that instead of appearing in the newsletter that Linda Simmons appears on the vistab banner ipad.

It was suggested cookbooks sponsors are approached to ask if they want to sponsor school items ie Green team etc across school

**Action – Justine & Lucy to meet for sponsorship approach for 2018**

It was suggested for a "how to guide and expectations for fundraising" to be prepared for new fundraising people ie how to work with the office team, staff and BOT for fundraising.

Trestle tables were agreed to be purchased last year for this year's garage sale however the tables identified will not hold enough load. As the school has reduced the number of desks this will leave a gap for the book sale section of the garage sale solution will be to use junior class desks for this year. The trestle tables need to hold up to 50-100 kgs (onsale tables for \$50 only hold up to 9kgs)

**Action - Lucy to work with Liz on best price to see if the school can fund tables**

Meeting closed at 9pm

Action	Detail	Status
01	Lucy advised Liz would be able to action the increased term deposit.	In Progress
02	Tim/Lucy to provide a list of 10 items to include in the survey to Justine	Open
03	Justine & Lucy to arrange a meeting to discuss transition & recruitment	Open
04	Justine to organise a table for 6 March to sell cookbooks and promote fundraising	Open
05	Justine will prepare the survey based on the review held in the meeting.	Complete
06	Justine & Lucy to meet for sponsorship approach for 2018	Open
07	Lucy to work with Liz on best price to see if the school can fund tables	Open