

FE Osborne Jr. High Parent Association Financial Meeting

Date: May 13, 2025

Location: MS Teams

Attendees: Michael Cutler (Principal), Scott Willoughby (Assistant Principal), Tawni Belliveau (Chair), Natalie Anderson (Secretary), Marla Richardson, Boba Tea, Tatiana Dunfield, Linda, Kerrie, Shruti Jauhri, Barb, Amit Saduera (Treasurer), Leanne Morrow (Casino Coordinator), Lisa Haines (Special Events Coordinator), Gail Korn

Agenda

1. Call agenda to order
2. Welcome and introductions
3. Approval of Agenda
 - a. Motion to approve – Natalie
 - b. Second – Leanne
4. Approval of Minutes from last Meeting – No financial meeting in April
5. Discussions and Report
 - a. Fundraising: Shruti Jauhri
 - i. Shruti clarified that she never signed up to be Fundraising Coordinator but originally volunteered to coordinate Healthy Hunger and this is the only fundraising event she has done with FEO. It raises ~\$1000 per month for parent council.
 - ii. Healthy Hunger is a fairly easy program to run. Shruti can provide suggestions on vendors as that's something she has learned over her years doing it.
 - iii. In September, she spends 3-4 hours setting up website and teachers/classes. Once a parent signs up they can pay for the whole year or pay as they go.
 - iv. ~200 people take part in every fun lunch on average.
 - v. She occasionally has to call Healthy Hunger for troubleshooting.
 - vi. Most important part is running it at school on day of Fun lunch which takes ~1 hour per fun lunch. (2 hours per month.)
 - vii. Anyone who is interested, Shruti is happy to share her knowledge and have that person with her in June for a fun lunch.
 - viii. Question from parent: Would Shruti be willing to help set up in September if we don't have someone in place yet? Shruti is willing to do this. Can create a document for the future volunteer as well so they have something to refer to.
 - ix. Healthy Hunger does do direct deposit. Shruti to reach out to coordinator there to see if can provide the banking information to have direct deposit rather than cheques.
 - b. Treasurer: Amit Saduera
 - i. General account: \$24,646.72 + additional Healthy Hunger cheques in office

- ii. Casino account: \$113,726.99
 - iii. Secretary sent a number of invoices to Amit today which Mr. Willoughby is hoping can be paid ASAP before end of year. Amit and Tawni to coordinate cheques to pay these.
- c. Casino: Leanne Morrow
 - i. Scheduled for Dec 19 and 20, 2025 (Fri and Sat) at Ace Casino.
 - ii. Leanne to put in for Casino license around October.
- d. Theatre seats at Bowness
 - i. Bowness is doing fundraising to replace theatre seats. Some feeder schools to Bowness have bought 2 seats and can transfer funds from their casino account to Bowness's casino account. About 5 of them have bought 2 seats each. When you buy a seat, there is a plaque engraved on back of seat, e.g., Donated by FEO Parent Association. Each seat is \$595. Per Amit, Tuscan School bought 2 seats. Nice way for schools to support each other.
 - ii. Can discuss at June meeting and do a proper vote on funds then.
 - iii. Does not just support theatre and music students. All students use this space at Bowness.
- e. Vote on Grade 9 Farewell funds
 - i. Have not used the General account funds for very many things this year so they are in good shape. More than enough funds in casino account for school needs and casino scheduled again for Dec 2025.
 - ii. If we have to make up the ticket loss, this does have to come to council (as must pay for 200 meals at event no matter what)
 - 1. If we sell 150 tickets at \$50 that's \$7500 and that would require \$7500 from parent council.
 - 2. If we sell less than 150 tickets, lose \$1700 deposit.
 - 3. 20 tickets have been sold as of tonight and the information just went out to families today.
 - 4. Mr. Willoughby – Because this is the first time, there is the highest financial risk. Can use this to learn for next year and perhaps add a fundraiser specifically for Grade 9 and make it clear that that fundraiser is dedicated to the Grade 9 farewell.
 - iii. Concern from some parents that a go-ahead decision was made on the event for Grade 9s without the involvement of the full council. (Only Grade 9 families were at the meeting.) Something to be mindful going forward. Understanding that this has been a learning process and those in attendance supportive of this event overall and the idea that it is meant to build community and social connections within the school.
 - iv. Although the idea is that this becomes a legacy event, this is not necessarily an ongoing commitment and other options can be considered in future years based on how this first event goes.
 - v. Question from parent: How is this event including families for whom the \$50 ticket price may be out of reach?

1. Email that went out that stated that the goal was that the event is accessible to all and to reach out to the email associated with the event if cost was an issue.
 2. Dr. Cutler also has some families in mind that he can offer this to.
 3. Also asked families if they want to make a donation above and beyond the ticket price and have already received some donations.
Also received a donation to cover the cost of the DJ.
- vi. Tatiana – A second deposit has to be made by May 26 and final numbers are needed by Heritage Park by June 4.
 1. Discussion amongst group that communication to families should include that 150 tickets needs to be sold by May 26 in order for the event to go ahead.
- vii. Tawni – Motion for \$7500 from parent council towards Grade 9 Farewell event at Heritage Park on condition that 150 tickets are sold by May 26.
 1. Vote: No opposition voiced by 12 in attendance. Motion was passed.
6. Next meeting date – June 3, 2025 @ 6:30pm
 - a. Suggestion from Amit that 1st meeting in September be in-person to help with filling vacant council positions.
7. Adjournment @ 8:30pm
 - a. Motion to adjourn – Tatiana
 - b. Second – Amit