



"Accepting the Challenge"

Friends of Education Fund Committee Minutes

Wednesday, June 20, 2012

Conference Room, Administration Office

Present: P. Bartlette (Chairperson), J. Pickard, L. Fowler, A. Godfrey,
C. Manson, A. Johnston, D. Labossiere

Regrets: D. Hardy, D. Michaels, K. Zabowski, H. Perkins

1. CALL TO ORDER

The meeting was called to order at 11:45 a.m. Chairperson P. Bartlette thanked all the Committee members for their involvement and dedication to the Friends of Education Fund Committee over the past school year.

2. APPROVAL OF PREVIOUS MEETING MINUTES

Chairperson Bartlette invited any changes/additions to the minutes. None were received. Accepted.

3. APPROVAL OF AGENDA

Chairperson Bartlette invited any changes/additions to the agenda. None were received. Accepted.

4. FINANCIAL REPORT SUMMARY

D. Labossiere provided an overview of the financial report for the period of July 1, 2011 to May 31, 2012. Noted are the following scholarship accounts that will be removed from the Friends of Education Financial Report at the end of this school year:

- J.R. Reid 9142-084
- Alexander School 9142-076
- The Scottish Rite masons of Brand/The H.L. Crawford Brandon Collegiate Ward Memorial Scholarship 9142-041
- Canada India Friendship

Also noted were the scholarship donations recently made. Further, D. Labossiere spoke to the playground funds, noting that the Division will add \$15,000 to the account of George Fitton.

5. FRIENDS OF EDUCATION ADVERTISEMENT/PROMOTIONAL BROCHURES – UPDATE

D. Labossiere circulated the promotional material proofs and costing received from Webber Printing, Leech Printing, and printing completed in-house. It was noted that the Division could not do business cards.

M. Anderson joined the meeting to answer questions regarding in-house printing, paper weight and quality, and the capabilities of the Division machines.

D. Labossiere noted that the benefits of printing in-house included printing only the amount required and making small edit changes as needed. He noted the Board would be looking at revising the Division logo over the next year thus did not want surplus brochures containing the old logo no longer appropriate for use.

Moved by A. Johnston, seconded by C. Manson

That the Friends of Education recommend using the Division's in-house printing to print all Friends of Education literature beginning with 500 copies of each item.

Carried

D. Labossiere noted that the Division was not able to print two-sided business cards. The Committee reviewed the business card and requested the addition of the general office phone number and email address.

Moved by A. Johnston, seconded by A. Godfrey

That the Friends of Education pursue purchasing business cards from Leech Printing at the quote of \$94.43 for 1,500.

Carried

The Committee members were very pleased with the final product. They felt the message was clear. It was noted that the final product was a great step forward from the existing literature. Concerns were expressed regarding the corrections that needed to be made and whether or not the students at Crocus Plains would still be available to make the requested changes. The Committee requested a detailed editing be completed before the literature is finalized and printed. It was agreed that distribution of the literature would be discussed at the next meeting in the fall of 2012. It was further noted that between 10 and 25 brochures would be given to each school. It was also discussed that perhaps some brochures should be given to the Welcome Wagon for distribution.

6. DONATION TO GEORGE FITTON SCHOOL FROM MRS. BEV LECKIE

The letter received on May 17, 2012 from Gail McDonald, Principal, George Fitton School requesting a receipt be issued for the donation of 24 new chairs was received as information.

7. FUNDING ASSISTANCE REQUEST – LARGE EQUIPMENT (LIFT FOR RIVERHEIGHTS SCHOOL)

D. Labossiere circulated and reviewed a request from Student Support Services for a Portable Floor Lifter for a URIS A student who will be entering the Division in 2012-2013. Discussions were held regarding the cost; how much money was required from Friends of Education, who would be responsible for maintenance and repairs, and were there other sources of funding available.

G. Malazdrewicz, Associate Superintendent, joined the meeting to answer questions the Committee had regarding when the equipment needed to be in place; what the Province would be providing; the Division's current budget in this area; and if the Division would be willing to cost share with Friends of Education.

The Committee discussed the amount of funds they would be willing to contribute while still maintaining enough funds in the account for a sound amplifier system, should one be required.

Moved by A. Godfrey – Seconded by L. Fowler

That Friends of Education pay \$3,000 towards the purchase of a Maxi Lite Portable Floor Lifter and two small four-point clip slings for a student entering Brandon School Division in the fall of 2012.

Carried

8. DONORS TO THE FRIENDS OF EDUCATION FUND – ADVERTISEMENT

The Committee agreed to move ahead with the Thank You ad in the Brandon Sun, scheduled for Saturday, September 2, 2012.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 1:15 p.m.

Next Meeting: Wednesday, September 19, 2012
 11:30 a.m.
 Conference Room at the Administration Office

Respectfully submitted,



Peter Bartlette, Chairperson