



"Accepting the Challenge"

Friends of Education Fund Committee Minutes

Wednesday, October 12, 2011
Conference Room, Administration Office

Present: P. Bartlette (Chairperson), L. Fowler, J. Pickard, H. Perkins,
A. Godfrey, D. Hardy, C. Manson, D. Michaels, K. Zabowski

1. CALL TO ORDER

The meeting was called to order at 11:37 a.m. Chairperson P. Bartlette welcomed everyone to the meeting.

2. APPROVAL OF PREVIOUS MEETING MINUTES

Chairperson Bartlette invited any changes/additions to the minutes. None were received. **Accepted**; moved by D. Hardy, seconded by L. Fowler.

3. APPROVAL OF AGENDA

Chairperson Bartlette invited any changes/additions to the agenda. The following was brought forth and is added to the agenda:

7. J. Pickard – Advertisement/Awareness of Friends of Education Fund Committee

Accepted; moved by J. Pickard, seconded by H. Perkins.

4. NEW COMMITTEE COMMUNITY REPRESENTATIVE

Chairperson Bartlette introduced and welcomed the new committee community representative, Heather Perkins, to the Friends of Education Fund Committee. At this time, all committee members at the table provided a brief introduction of themselves.

5. FINANCIAL REPORT SUMMARY

K. Zabowski provided an overview of the financial report as of September 30, 2011. Discussions ensued on the various areas including the general fund, scholarship funds, playground funds, and the other school funds.

Scholarship Fund

Spencer Lee Scholarship – A scholarship payment was made; however, no contribution (donation) was made to the fund. A regular donor indicated that he would make a contribution, but none was made.

Playground Fund

George Fitton and École Harrison Playground – Both of these accounts are showing negative balances (more funds have been given to the schools than has come in). The City of Brandon has committed funds to these two accounts.

Waverly Park Playground – This school also received more than what was in the account. More funds have been received, but have not been entered into the system. Those funds will be applied and reported on the next financial report.

C. Manson inquired if it was common practice to pay out more than what was available. K. Zabowski indicated that in these instances, the funds were committed to the schools because it was advised that the money was coming in.

Other Fund – Has a balance of \$18,088.43. A big portion of this amount comes from Drug & Alcohol Coalition Donations (a program that Lili Jardine facilitates). It is expected that withdrawals will be coming out. This “Other” fund houses most of the miscellaneous types of funds.

Chairperson Bartlette inquired if there was a policy for spending decisions of the funds. K. Zabowski indicated that any requests from schools are forwarded to this committee for discussion and decision.

Discussion also included the number of meetings per school year for the committee to address such requests. It was felt that the current two meetings per year may not be enough especially if there is a school request to be addressed. It was mentioned that the Chairperson can call a meeting to address any requests received so that the request is not sitting idle.

Further to the Spencer Lee Scholarship under the *Financial Report Summary* (item 5), it was discussed that perhaps a “commitment” letter for contributions be implemented to ensure that donations are continuous.

Accepted; moved by L. Fowler, seconded by A. Godfrey.

6. ADVERTISEMENT OF THE 2010-11 DONORS TO THE FRIENDS OF EDUCATION FUND

The committee reviewed the copy of the advertisement. Positive comments were that it looked very nice, no bold font for the companies (individuals and companies are on the same level), approval of the alphabetical listing, and that the advertisement is quite large.

H. Perkins inquired about the timing of the advertisement (September). It was suggested that perhaps it could be advertised in June around graduation. D. Hardy indicated that June is too busy for the Secretary-Treasurer Department to handle at the time, being the end of the school year. September is a better time because everyone is back from summer vacation, including the donors who can see the advertisement, as well.

D. Michaels suggested that an advertisement be placed in “education results” for wide distribution. It was well received by the committee.

H. Perkins inquired if the advertisement is placed only in the The Brandon Sun and it was affirmed. Discussion continued on making the advertisement visible for more people to see; therefore, increasing interest in the Friends of Education Fund Committee. The Committee already appears on the Division website (on the homepage, under Board of Trustees); perhaps the advertisement can be loaded there for the public’s viewing. Other advertisement suggestions included the following:

- a Committee inset in school newsletters every month;
- on the school websites for both parents and students to see; and
- various public places for as much visibility as possible.

Chairperson Bartlette made a suggestion to increase funds – that all BSD trustees and staff have the option of making a contribution. This would create a huge amount of funds with the

amount of trustees and staff. L. Fowler suggested that BSD offer payroll deduction plan for staff to encourage donations. D. Michaels indicated that this would be something that can be discussed at Senior Administration.

Accepted/Agreed: That the advertisement be placed in "education results," on the Division website, and the schools' websites.

7. ADVERTISEMENT/AWARENESS OF FRIENDS OF EDUCATION FUND COMMITTEE – J. PICKARD

J. Pickard indicated that she has been approached by others (i.e. retired teachers) when the advertisement appeared in The Brandon Sun. They were interested in more information about the Friends of Education Fund Committee. Discussion ensued about getting word out to the public and various locations of where to place information. So far, it appears that the pamphlets are only placed at the Administration Office and the schools.

D. Hardy suggested that information be provided to the teacher associations and perhaps a presentation can be made.

Discussion included the Friends of Education Fund Committee pamphlets that were created when the committee was first formed. It was decided that the pamphlets need to be updated, as well.

Other ideas on advertisement locations included City Hall, funeral homes, churches, school monthly newsletters and websites, school handbook, new student registrations.

D. Michaels suggested that perhaps Senior Administration create a distribution list and the list be brought to the committee.

Chairperson suggested a business card for The Friends of Education Fund Committee members. The card would only advertise the Committee; there would be no committee member names on them; simply information to pass out to the public in general. Further discussion resulted in possibly having the Crocus Plains students design these business cards, pamphlets, and posters. This could possibly be a contest to encourage the students to participate in a positive activity.

Accepted/Action: That Senior Administration contact Crocus Plains administration to have students participate in designing business cards, pamphlets, and posters for The Friends of Education Fund Committee. It was also agreed that D. Michaels would approach Senior Administration to create a distribution list which will be brought to the committee.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 1:00 p.m.

Next Meeting: Wednesday, February 8, 2012
11:30 a.m.
Board Room at the Administration Office

Respectfully submitted,

Peter Bartlette, Chairperson