



# BRANDON SCHOOL DIVISION

## Friends of Education Fund Committee Minutes

Date: Thursday, June 18, 2015

Location: Conference Room, Administration Office

Present: J. Murray (Chairperson), K. Brigden, J. Rose, A. Johnston, R. Oakden,  
A. McGuire-Holder and E. Jamora

Regrets: K. Kooistra and L. Nickel

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### 1. **Call to Order**

The Friends of Education Fund Committee meeting was called to order at 12:00 a.m. by Committee Chairperson, Trustee Murray.

### 2. **Approval of Agenda**

Chairperson Murray invited any changes/additions to the agenda. One agenda item was added: Ribbon Cutting Ceremony, new Play Structure, Valleyview School, Tuesday, June 23, 2015. The Agenda was approved with the one added item.

**Accepted**

### 3. **Approval of Previous Meeting Minutes**

Chairperson Murray invited any changes/additions to the minutes dated March 12, 2015. No amendments to previous minutes.

**Accepted**

### 4. **Financial Report Summary - E. Jamora**

E. Jamora reviewed the Financial Summary, July 1, 2014 to May 31, 2015. The Committee required some clarification on the information presented. R. Oakden requested information regarding the contributions made by individuals vs. businesses and the number of bequests made to the Fund. E. Jamora to compile information for the Committee.

**Accepted**

### 5. **How to open avenues to Donors – R. Oakden**

The Committee agreed that increasing the profile of the Friends of Education Fund was acceptable. R. Oakden drew the Committees' attention to the website from Covenant House. The Covenant House provides users with information and multiple options to consider for making contributions. The Committee discussed the possibility of creating on-line contributions. E. Jamora advised that Monaris will charge between 3-5% on all contributions made on-line. The Committee agreed the decision must be shared with the Board of Trustees prior to moving forward.

Recommendation: The Friends of Education Fund Committee would like to pursue on-line contributions.

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In conclusion, it is agreed that all Committee members will search other sites with on-line contributions and report back with their findings and a representative from the MIST Department will be invited to the next meeting in October 2015, to discuss the options and other security issues.

**6. Logo Contest**

The Committee reviewed and discussed the 5 submissions from Vincent Massey School. E. Jamora suggested to rerun the contest in the new school year (2015-16) with the recommendation to include Grade 7 & 8 students as well as High School students. However, the Committee agreed the contest was opened to all BSD High School students therefore the 5 submissions deserve recognition. The Committee agreed to accept one of the five submissions as the new Friends of Education Fund Logo. The new logo will be researched to ensure it does not breach any trademark/legal rights prior to being announced.

**7. Brochures/Thank You Cards/ Business Cards**

M. Smoke-Budach presented to the Committee a “draft” brochure, attached. The brochure would be similar to the theme used for other BSD brochures (wheat background). The information and photos can be updated yearly or at the request of the Committee. M. Smoke-Budach then presented the idea of using Thank You cards similar to the BSD with the new Friends of Education Logo. Business cards would also be updated using the new theme. The Committee was pleased and agreed to the new format. The Committee then discussed the possibility of purchasing a Banner for the Friends of Education Fund and the possibility of placing information into the student handbooks. A. Maguire-Holder suggested creating a QR code and have it incorporate it into all the Friends of Education material.

**Accepted**

**8. Open House: Friends of Education Donors, September 2015**

The Committee discussed organizing an Open House at the Administration Office whereby donors and guests would be invited to attend. Displays on the Friends of Education Fund, Funded projects and Donors would be showcased. Tours of the Administration Office could be arranged for the event. Refreshments will be arranged and provided by Neelin Life Skills. Support for the event would come from the Committee and coordinated with the assistance of YR students. The tentative date for the Open House would be Monday, September 21, 2015 from 4:30-7:30 p.m. Awareness will be generated through invitations, advertising (radio/website/newspaper) and Parent Councils.

**Agreed**

**9. Ribbon Cutting Ceremony, Valleyview School**

The Committee is advised of a Ribbon Cutting Ceremony at Valleyview School on June 23, 2015 at 5:00 p.m. for the new play structure. Chairperson Jim Murray had agreed to attend the event on behalf of the Friends of Education Fund.

**10. Next Meeting Date**

The Committee agreed a meeting date of October 15, 2015 would be acceptable.

**Accepted**

**Adjournment and Confirmation of Next Meeting:**

The meeting was adjourned at 1:20 p.m.

Next Meeting:      October 15, 2015  
Conference Room at the Administration Office

Respectfully submitted,

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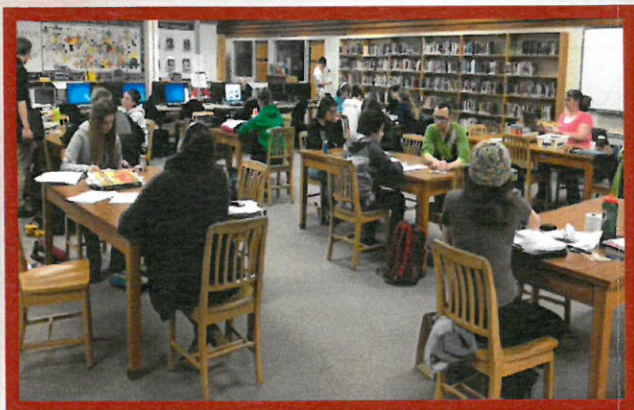
Jim Murray, Chairperson



Please accept my gift of:

Which I request be used to support:

☐ Or as the committee deems appropriate



Please send your cheque payable to the Friends of Education Fund, along with this donation slip, and mail to:

Friends of Education Fund  
c/o Brandon School Division  
1031-6th Street  
Brandon, MB R7A 4k5  
[info@bsd.ca](mailto:info@bsd.ca)

## Can I get a charitable receipt for my donation?

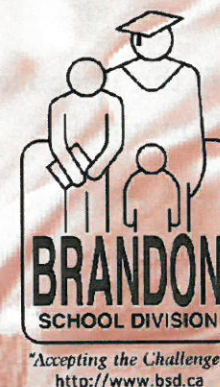
Yes, you may. All contributions of \$10 or more are eligible for a receipt. For donations of a gift-in-kind, the charitable receipt will be issued based on an independent appraisal of the fair market value provided by the donor. If applicable, it is recommended that a donor consult a tax advisor and/or lawyer as to the method and time of transfer that is most beneficial to the donor.



### FOR MORE INFORMATION, PLEASE CONTACT:

Brandon School Division  
1031—6th Street  
Brandon, Manitoba R7A 4K5  
Phone: 204-729-3100  
Fax: 204-727-2214  
Email: [info@bsd.ca](mailto:info@bsd.ca)

**FRIENDS OF  
EDUCATION FUND**  
BE A FRIEND OF EDUCATION





## What is the

### Friends of Education Fund?

The Friends of Education Fund is used to enhance education in the Brandon School Division. The Fund supports special requests or purposes and supplements school resources, programs, equipment, and facilities not normally covered in the Division's annual budget; for example, playground equipment, scholarships, soundfield amplification systems, etc.

### Can I Specify the Purpose of my Donation?

Yes, but specified donations must be approved by the Fund Committee. Donations may not be designated to a particular student.



## How Can You Contribute?

### Contributions can be made through:

- **Outright Gift**—Many people give cash, securities, gifts-in-kind as donations.
- **Memorial Gift**—Many people chose to make a gift in memory of a loved one, colleague, or friend.
- **Corporate Donation**—A business may donate either cash or gifts-in-kind.
- **Bequest**—A person may choose through their will to leave a gift to the Friends of Education Fund.
- **Life Insurance**—The Friends of Education Fund can be made beneficiary of a life insurance policy.



**100% of your donation goes toward education.**  
**Administrative costs associated with the fund are covered by the Division.**

## Donation slip

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

I wish to receive information on:

- ☐ Outright Gift
- ☐ Memorial Gift
- ☐ Corporate Donation
- ☐ Bequests
- ☐ Life Insurance Policy

Other: \_\_\_\_\_

