



"Accepting the Challenge"

Friends of Education Fund Committee Minutes

Wednesday, June 1, 2011

Conference Room, Administration Office

Present: M. Sefton (Chairperson), L. Fowler, J. Pickard, A. Godfrey,
D. Hardy, C. Manson, and K. Zabowski

Regrets: D. Michaels

CALL TO ORDER

The meeting was called to order at 11:35 a.m.

A copy of the previous meeting minutes of October 13, 2010 was provided to all committee members. The Chairperson invited any changes/additions to the minutes. None were received.

APPROVAL OF AGENDA

The Chairperson invited any changes/additions to the agenda. The following were brought forth and are added to the agenda:

4. A. Godfrey – A CUPE Inquiry
5. D. Hardy – Playground Update
6. J. Pickard – Clarification on Division Archives

1. FUNDING UPDATE AS AT APRIL 30, 2011

K. Zabowski provided an overview of the funding report as of April 30, 2011. Discussions ensued on the various areas including the general fund, scholarship funds, and the miscellaneous school funds.

Miscellaneous School Funds

K. Zabowski indicated that he has contacted the schools in regards to using up their funds, but not many have done so. He asked the committee for direction on getting the schools to use up their funds in order to clear up the accounts. Discussion ensued on the types of materials that schools can purchase with their funds.

Agreed/Action: That K. Zabowski would contact the schools again in order to get their funds used up.

Scholarships

Discussion ensued about the Scholarships area. It was pointed out that scholarships only come to the Friends of Education Committee when the donor specifically requests a scholarship. Not all scholarships go through the Friends of Education Committee.

Playgrounds

Chairperson M. Sefton suggested that discussion on this area be deferred to later in the meeting when playgrounds are being discussed. All agreed.

2. COMMITTEE COMMUNITY REPRESENTATIVE - UPDATE

Committee members reviewed the attached memo; one (1) committee member from the community is required and four (4) names were received via school newsletters earlier this year.

It was asked if any information is available on the candidates other than what was provided in the memo. K. Zabowski provided some information on each candidate and the committee decided on the following candidates:

- Heather Perkins
- Tim Silversides – as an alternate should Ms. Perkins decline.

Accepted/Action: That K. Zabowski contact Heather Perkins for representation on the Friends of Education Committee.

3. DONORS TO THE FRIENDS OF EDUCATION FUND - ADVERTISEMENT

A copy of last year's advertisement was provided to the committee for review.

Discussion ensued on the Friends of Education Fund and the importance of recognizing the donors. It was agreed that this is something that should be done every year, as well as the same format and size.

Agreed/Action: That an advertisement of the Friends of Education Fund donors be placed in the Brandon Sun.

4. A CUPE INQUIRY – A. GODFREY

A. Godfrey indicated that CUPE is requesting information on making a donation and asked the committee for direction to take back to CUPE.

The committee discussed and responded that it is up to the donor to decide on what to make a donation towards. The donor would indicate to the committee how they wish to see the funds used.

Action: A. Godfrey to take this information back to CUPE for a decision on their donation and how it is to be used.

5. PLAYGROUND UPDATE – D. HARDY

D. Hardy requested an update from Chairperson/Trustee M. Sefton as the Friends of Education Committee was referenced in regards to playgrounds at Board Meetings. Mr. Hardy felt that it was important for the committee to discuss this.

Chairperson Sefton indicated that the Division has received several playground requests from schools but no decision has been made.

Discussion ensued on how current and future undesignated donations to the Friends of Education Fund should be allocated and it was agreed that the priority is on classroom needs.

Accepted: All Friends of Education Committee members agreed that any undesignated donations to the Friends of Education general fund should be spent on classroom academic materials and not on playground equipment/structures.

6. DIVISION ARCHIVES – J. PICKARD

J. Pickard asked for clarification on the details of the Division archives being moved from Fleming School; where are they being moved to and will they be accessible. K. Zabowski noted that Motion 66 of 2011 from the May 24, 2011 Board Meeting was carried. The motion states "That the school division archival material maintained by the Westman Retired Educators Association be transferred to the Brandon General Museum and Archives Inc. for possession as part of the museum collection."

However, J. Pickard is concerned that once the archives are moved, nothing will be found should someone wish to see the archives even though each bin is labelled, and that nothing will be looked after if no knowledgeable curator is handling the archives.

Discussion included ownership of the materials, who decides where the material goes, and who has access to it.

Further discussion included the importance of Brandon School Division history and the students who graduate from the Division. It would be a great loss if the Division archives are not handled and looked after properly.

Agreed/Action: That Chairperson M. Sefton will follow up with Board minutes and Trustee Pat Bowslaugh for confirmation of details.

Further, that K. Zabowski will check on transfer notification authority for custodianship of materials and the process involved. K. Zabowski to follow up with J. Pickard on his findings.

OTHER:

1. "Thank You" memo attachments regarding the "Donations in Memory of G. Gibbons – Music Equipment" acknowledged by the committee members.
2. Statement of Funds (Summary as at April 30, 2011) – Chairperson Sefton invited any recommendations from the committee members. None received. K. Zabowski indicated that no requests were received. K. Zabowski confirmed that he will follow up with the schools to spend the monies remaining in their accounts. D. Hardy further confirmed that it's best to wait until the fall to spend the monies available to ensure efficient spending.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 12:55 p.m.

Next Meeting: Wednesday, October 12, 2011
 11:30 a.m.
 Conference Room at the Administration Office

Respectfully submitted,

Mark Sefton, Chairperson