



BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Thursday, March 12, 2015
Location: Conference Room, Administration Office
Present: J. Murray (Chairperson), K. Brigden, K. Kooistra, A. Johnston, R. Oakden,
K. Boklaschuk and E. Jamora
Regrets: A. McGuire-Holder and L. Nickel

1. **Call to Order**

The Friends of Education Fund Committee meeting was called to order at 11:30 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: Service Club Donations. The Agenda was approved with the one added item, motion to accept, K. Kooistra and A. Johnston.

Accepted

3. **Approval of Previous Meeting Minutes**

Chairperson Murray invited any changes/additions to the minutes dated January 13, 2015. No amendments to previous minutes.

Accepted

4. **Mobile Education Unit – UPDATE – E. Jamora**

E. Jamora read the minutes from the Divisional Futures & Community Relations Committee, Wednesday, April 16, 2014 where the Mobile Education Unit was discussed. Ms. L. Hargreaves, Environmental Initiatives/Operations for the City of Brandon spoke to the “possibility of partnering with the Division and possibly using the Division’s Friends of Education Fund to raise money and provide contributors with tax receipts. In the minutes, she noted the City would own the unit. The Secretary-Treasurer explained the purpose of the Friends of Education Fund noting it has always been used for school purposes.” Discussions also noted the City of Brandon, as a Municipality, could not obtain charitable status and therefore unable to receive larger donations. In conclusion, the Divisional Futures Committee “could not guarantee the use of the Friends of Education Fund without further investigations as to the tax and/or charitable implications to the Division.”

The Friends of Education Fund Committee declined the partnership citing that it will just be used to provide contributors with tax receipts and would not own the Mobile Education Unit.

Chairperson Murray requested the Mobile Education Unit be placed on the Board Agenda, with the project being respectively declined.

Accepted

5. Brochures/Thank You Cards/ Business Cards – K. Bokalschuk

K. Boklaschuk circulated BSD brochures from other programs and advised the Committee the design process had moved away from using stock photos. The Committee was interviewed as to what they would like to see on the new Friends of Education Fund material. One suggestion was to have a more comprehensive list of donors on the website and possibly in the brochures. The Committee gave K. Boklaschuk the creative freedom to design new Friends of Education material. The material would be printed in-house to keep costs down and printed as needed. The new material would be presented at the next meeting slated for June 18, 2015.

K. Boklaschuk suggested a contest to design a distinct and identifiable logo. The contest would be open to all schools (K-12). The top three logo designs would be placed on the website and a poll would be conducted to determine the winning logo. The student would be acknowledged for their contribution. An email outlining the contest criteria would be forwarded to all schools as well as a story placed on the BSD Portal, ASAP.

Lastly, K. Boklaschuk advised the Committee she would assist in the initial layout but would have to hand off the process of updating to the Committee's recording secretary. M. Smoke-Budach will be trained to make brochures and update material in print and on the website at the Committee's request.

Accepted

6. Open House: Friends of Education Donors, June 2015

A discussion in regards to a June vs September Open House is had. The Committee agreed that a late September date would be more feasible. The "Thank You Ad" (September of each year) placed in the Brandon Sun newspaper and on the BSD website will highlight the open house event. It is recommended that dainties and coffee accompany a display on The Friends of Education Fund, donors and funded projects.

Agreed

7. Next Meeting Date

The Committee agreed a meeting date of June 18, 2015 would be acceptable.

Accepted

8. Service Clubs of Brandon – Chairperson Murray

Chairperson Murray informed the Committee of the Organization "Service Clubs of Brandon" and their Canadian Museum for Human Rights Project. Harvey Laluk serves as the chairperson for the Service Clubs of Brandon. Service Clubs of Brandon material is shared with the Committee; brochure, business card, and information regarding the Canadian Museum of Human Rights Project (fact sheet and application). Each year The Service Clubs of Brandon will make a contribution into the Friends of Education Fund. The purpose of the funds is to assist with the transportation to and admittance of students who are in Grade 7 or Grade 7/8 to the Canadian Museum for Human Rights in Winnipeg.

A recommendation to the Board of Trustees to pursue the opportunity with the Service Clubs of Brandon is made.

Agreed

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 12:40 p.m.

Next Meeting: June 18, 2015
 Conference Room at the Administration Office

Respectfully submitted,

Jim Murray, Chairperson