



Friends of Education Fund Committee Minutes

Wednesday, March 21, 2012
Conference Room, Administration Office

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

Regrets: J. Pickard, D. Hardy, & D. Michaels

1. CALL TO ORDER

The meeting was called to order at 11:31 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.

3. APPROVAL OF AGENDA

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

4. FINANCIAL REPORT SUMMARY

K. Zabowski provided an overview of the financial report for the period of July 1, 2011 to February 29, 2012. Discussions ensued on the various areas including the General, Scholarship, Playground, and the Other funds.

General Funds

Canexus – K. Zabowski advised that the contribution amount of \$1,000 under Canexus is related to the Spin program and recommended that it be moved to the “Spin – Youth Wellness” fund under the “Other” category. Agreed.

Scholarship Funds – K. Zabowski reviewed the donations made to the specific funds. It was noted that scholarship donations can be one-time donations or yearly donations that can be stopped at any time. It was also noted that communications need to take place to establish the annual donations. This was discussed as an action item for the committee.

K. Zabowski also pointed out that the top four accounts listed in italics are not in the “Friends of Education Fund Committee” scope; they are handled outside of this committee. K. Zabowski recommended removing these accounts from future reports because the committee does not make any decisions on these accounts. They are completely different funds and a different bank account as they are recorded in a trust account.

Recommendation: That the “J. R. Reid 9142-084,” “Alexander School 9142-076,” “The Scottish Rite Masons of Brand/The H. L. Crawford Brandon Collegiate War Memorial Scholarship 9142-041,” and “Canada India Friendship” accounts be removed from the Friends of Education Fund Committee Financial Report.

Accepted; Moved by L. Fowler and C. Manson.

Playground Funds – K. Zabowski reviewed the George Fitton and École Harrison Schools accounts with the committee.

Other Funds – K. Zabowski reviewed the Off Campus Program, Pat Bowslaugh Donation, Drug & Alcohol Coalition, Crocus Plains Water Festival & Field House, and Spin – Youth Wellness accounts with the committee.

5. SCHOLARSHIP DONATION FROM THE 2011 VINCENT MASSEY SAFE GRAD COMMITTEE

For Information Only – The Committee reviewed the attached letter from the 2011 Vincent Massey Safe Grad Committee regarding the donation made in Kayleigh Brugger's name by her parents. This donation is in addition to the Safe Grad fund, possibly a one-time donation.

6. FRIENDS OF EDUCATION SUB-COMMITTEE – UPDATE

Chairperson Bartlette invited any comments or changes to the attached minutes. None were received.

H. Perkins mentioned the venues that were previously discussed at the last meeting, i.e. Winter Fair which is running next week (March 26-31, 2012). For any public committee promotion, volunteers would need to be recruited ahead of time, perhaps high school students, and the new promotional material would need to be ready for display at future venues.

7. FRIENDS OF EDUCATION ADVERTISEMENT/PROMOTIONAL BROCHURES – UPDATE

The new promotional materials that were created by the Crocus Plains students were presented to the committee. H. Perkins provided an overview of the changes and invited comments and suggestions from the committee. Comments/suggestions include:

- The primary colors are great because they are consistent and reflect the Division's website, business cards, etc. However, the website will need some updates as well.
- The BSD website address is printed in the four primary colors on the brochure; however, the order of the colors need to be re-arranged to be consistent on all materials, i.e. blue, green, red, and yellow. The hands on the front are in the correct order of blue, green, red, and yellow.
- Suggestion to display older students on the back of the brochure so the fund is not limited to primary grades.
- Suggestion to add ethnic diversity in the students pictured on the front of the brochure to better reflect our student enrollment.
- Overall, the committee was happy with the materials as they present much better and now reflect an updated look.

These suggestions will be forwarded back to the students at Crocus Plains. Revisions will be brought to the committee upon completion for final review. Other items discussed include:

- Business Cards – The cards should be generic for all committee members to use and they should have the same "How Can You Contribute?" information from the brochure located on the back of the cards.
- Honorarium Payment – Suggestion to provide an honorarium (no more than \$300) to Crocus Plains for the work on the promotional materials. These monies would go toward school activities. The students will be graded on the work they completed, and would be able to use it as evidence on the work that they completed.

The following printing items were discussed by the committee:

- The promotional materials would have to be printed professionally (as per the specs created by Crocus Plains). K. Zabowski agreed to check with Mark Anderson on the possibility of printing materials in-house.
- Printing quotes from Leech Printing and Webber Printing will be obtained after discussion with M. Anderson.
- The quantity will be determined once price is confirmed as it is based on quantity.
- The wording content must be confirmed prior to printing.

Further, venues were discussed again for the new promotional items as this will be a "re-launching" of the Friends of Education Fund Committee:

- Welcome Back Breakfast in September
- High school open houses
- Wellness Day in February
- Brandon University
- Assiniboine Community College
- Chamber of Commerce
- "Divisional Futures" Committee
- Winter Fair
- Kid Zone
- YMCA
- Riverbank Discovery Centre
- "New Employee" packages
- Lawyer offices
- Retirements homes, i.e. Victoria Landing, Lions Manor, etc.
- Parent/teacher liaison committees
- Parent councils

Accepted/Action: That K. Zabowski and D. Labossiere are to arrange for the revisions to be handled with the Crocus Plains students, that printing quotes/quantities be sought, and the results be brought to the committee at the next meeting. Should a proof be available electronically, it will also be emailed to the committee members upon completion.

Other:

- For Information Only – Chairperson Bartlette indicated that Winnie Baird (former teacher) expressed an interest in participating on the committee should an opening arise in the future.

Adjournment and Confirmation of Next Meeting:

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

Next Meeting: Wednesday, June 20, 2012
 11:30 a.m.
 Board Room at the Administration Office

Respectfully submitted,



Peter Bartlette, Chairperson