

St. Stephen Elementary Home and School

Date: October 28, 2020

Type of meeting: October monthly meeting

Scribe : Heather Cloney

Attendees : Samantha Connick, Carla Booker, Naomi McConkey, Heather Cloney, Colleen Winchester, Courtney Parsons, Catriona McLanaghan, Leeanne Greenlaw, Kayla Madsen, Barb Rideout, Jessica Bellis

1. *President's Report*

- -Member Introductions
- -SSES H&S History
- -Committee By laws
 - Policy
 - Membership
 - Duties of the executives
 - Elections, voting & terms
 - Standing committees
 - Meetings
 - Amendments
 - Annual Meetings
 - Monthly Reports

2. *Review of financial account*

- Opened account in March 2020
- \$909.00 from covid relief donations
- Received \$72 for the Breakfast program
- Cheques out for member dues for 15 members , \$150
- \$2.50 out every month for banking fees
- \$277 raised from Mabels Labels fundraiser

3. *Outdoor Classroom (Grants)*

- Rotary application pending grant \$2000
- Kiwanis group have been approached
- Lionettes letter has been sent out
- Covid community grant available for up to \$10,000
- United way funding available

4. SSES Needs/Parent Suggestions

- Recess Bags (26 bags needed)
 - Need more stuff, replace stuff
 - Need winter ideas to put into the bags
- Outdoor seating areas (3-4 areas needed)
 - Picnic tables with games painted on top
- Outdoor Equipment Improvements

5. Fundraising

- Mabels Labels Fundraiser: \$277
- Next Fundraiser:
 - Online Auction for Outdoor Improvements
 - Sub-committee formed: Heather Cloney, Samantha Connick & Carla Booker

Action Items

- Covid Relief Grant (Catriona)
 - Catriona to follow up and apply for grant to fund additions to playground bags. If unable to get this grant, Committee will review needs that are not covered by the grant next meeting
- Staff Needs (Colleen/Courtney/Jessica)
 - Bring any additional needs to the November meeting
- Auction Fundraiser (Samantha, Heather & Carla)
 - Subcommittee to meet and develop plan for auction
- **Next Meeting**
 - November 25, 2020 – 7:30PM
 - Agenda
 - Financial Account Update
 - Outdoor Playground/Grant Update
 - SSES Needs – Update
 - Fundraiser Update
 - New Business