

Friends of Springbank Community High School Society (FOSCHSS)
Meeting Minutes
Wednesday, Apr 16, 2025 6:00 pm

Rob M, Kim C, Mark J., Michelle P, Allison S, Kirsten H, Stephanie M,
Michelle P, Stephanie M, Allison S, Grace V, Kim C, Rob M, Mark J, Kirsten H,

Grad Committee Volunteers: Trudy S, Lori B, Cheryl K, Jolene H, Nori S

1. Meeting called to order at 6:00pm
 2. Approval of October 2024 Meeting Minutes
 3. **President's Report** – Michelle Pellegrin
 - a. Fundraising: I would like to propose we start running an annual "Fill Your Freezer" Fundraiser (<https://teamfund.ca/fill-your-freezer-fundraiser/>) starting in late Apr/May (after spring break each year). These funds would be split 50/50 between school needs and the following years grads (e.g. current grade 11's) to be used to reduced cap and gown fees. For a grade 11 to qualify for those reduced fees they would have to volunteer at the Fill Your Freezer Delivery evening, which means they will have to check in and out and that document will be filed with the school and FOSCHSS. FOSCHSS will write a cheque to the school the following year to reduce those grads fees, in certain circumstances a grade 11 may fill another volunteer roll of equal time.
 - i. Fill your freezer is all online (except the delivery), each student gets a form/email to register as a seller and then they along with any family or friends can order food under them OR they can just order under FOSCHSS. The food items are all frozen, organized by item on pallets and delivered by truck on an evening of choice. The most work is the evening of delivery, which would require students to check the order and gather the items ordered for buyers to pick up and the items MUST be picked up that evening. This evening also provides an opportunity to host a school sporting event, a bbq for volunteers, or even a Bermuda (wildest) shorts/shirt day early June? The only other real work is ensuring it is promoted regularly for the 4 to 6 weeks that it is running.
- Proposal that half the money would go to reduce cap and gown and then other for whatever is needed for the school. In order for grads to get this money they need to volunteer. Would like to do it right away – get in for BBQ season so we can start it now and done before diplomas. This would go to next years grads.

Need a grade to own it – it is an opportunity to help the school and drop fees.
Mandatory grad meeting – this will be presented at that meeting. Have it catered to a group there is more buy in.

Biggest effort will be marketing and the one pick up date. This will be the first grad of 2026 event.

Motion: That the annual fundraiser proceeds be allocated as follows: 50% to the 2026 graduation fund, and 50% to school-wide fun events. Students from the 2026 graduating class who volunteer to assist with fundraiser distribution will have their portion of the proceeds directed toward their cap and gown costs. Additional opportunities to support graduation will be available throughout the year.

Moved by: Allison Salazar

Seconded by: Mark J

All in favour

- b. Discuss Annual Core Events and Expenses for annual planning
 - i. Making an annual core events and financial needs table.
- c. The Hyatt has had a request for our reserved date for next year and would like us to confirm that we still want it, I am currently waiting to hear from the Hyatt to determine what we need to do to secure that spot.
 - i. Cap and Gown \$150 for 5 tickets
 - ii. Banquet \$110 per person. Buffet, DJ, Photo Booth, need to secure a venue. There are other groups that want that date we need to be prepared \$6900 deposit. They want it signed after this meeting. Friend loans the deposit money to the grad committee and then when ticket sales are done the loan is re-paid
 - iii. Interested in the date Saturday May 23. Someone else has asked for the time slot.
 - iv. Moving forward there is a shared arrangement with the school. Shared cost for certain things. Rockyview wants nothing to do with the banquet. The school paid for certain items that can be shared across both events.
 - v. We have never used Hyatt before – we don't have experience.
 - vi. Feedback –Cost it was similar, elegance is Hyatt versus Winsport, it is supposed to be a destination for our students.
 - vii. Can't be held at a church or casino for the school part
 - viii. 1264 capacity – guarantee 5 for each grad. Don't think this will be a problem. Not everyone will use their 5. This year seems to be working out.
 - ix. Next year grad class is 165 kids
 - x. Banquet 91 tables of 10 - have sold 800 so far.
 - xi. Buffet style for the budget.

- xii. Last year we negotiated \$65 per person for the food. There should be some insurance from the Hyatt.

Motion that Friends of Springbank Community High School Society Meeting (FOSCHSS) grant the 2026 grad committee the ability to Sign the Hyatt Contract and pay the deposit up to \$7500 for the May 23, 2026 date if they find it suitable.

Moved by: Michelle P

Seconded by: Mark J

All in favour

d. Next Meeting (s)

Wednesday, June 18th, 2025 – Annual General Meeting 6 pm

Proposed 2025/26 Meetings

Wednesday, September 10, 2025 – Meeting 6pm

Wednesday, October 15, 2025 – Meeting 6 pm

Wednesday November 25, 2025 - Meeting 6 pm

Wednesday February 4, 2026 – Meeting 6 pm

Wednesday April 22, 2026 – Meeting 6 pm

Wednesday June 17, 2026 – Annual General Meeting 6pm

Motion: To approve the dates of the 2025/26 FOSCHSS council meetings

Moved by: Mark

Seconded by: Allison

All in favour

4. Financial Update - Kirsten Hunter

a. Casino Fund

Motion: That the previously earmarked \$4,000 for laptops be reclaimed and reallocated toward an Apple order, including iPads, TVs, and digital signage to support school communication. That Council approve the purchase of iPads to be used as reading tools for students, and the acquisition of new monitors for installation throughout the school. The approved technology order will include 9 TVs and one large display system, with a total expenditure of \$49,000.

Moved by: Rob

Seconded by: Michelle

All in favour

b. Payment Schedule to Hyatt and Funds Received

a. We are continuing to see funds from ticket sales

b. DJ deposit Paid and Contract Signed

c. Photo Booth Paid Fully and Contract Signed

d. Final Payment Due May 14th or event will be cancelled

- c. Grad Funds Carried Over from Banquet Last Year
 - a. Some of these funds will be used to assist Grads in need, as of yet no requests for assistance have been made.

5. Fundraising Update

- a. Healthy Hunger- Healthy Hunger - \$4563.89 raised and we still have 7 lunches to go. We are aiming at \$10,000 for the deposit. See the attached notes.
- b. Grad Committee Fundraising Crumble fundraiser – have had 4 sale dates, made about \$300 to \$400 each date. A way to get the kids involved in the grad.

6. Parent Grad Committee Update (Banquet, After Grad and Campout)

- a. Ms. Sly is comparing purchase lists for the banquet and cap and gown to see if anyone is missing. Students are not required to graduate to attend the banquet.
- b. E-mail Motions:
 - i. DJ Contract
Motion: to approve and sign the contract with Pez Productions for grad DJ
Moved by: Michelle P
Seconded by: Monica W
Motion passed
 - ii. Grad Photo Booth Contract
Motion: to approve and sign the contract with the photo booth for the grad committee
Moved by: Monica W
Seconded by: Michelle P
Motion passed

Adjourn Friends of Springbank Community High School Meeting at 6:47pm