



## Fundraising Sub Committee Meeting Agenda

Date: Thursday 29 April 2021	Time: 10:30am-11:30am	Location: Meeting & Assessment Room
Convener: Lisa SETTE		Minutes: Fiona Micelotta

Attendees	Lisa SETTE (LS), Radha Fayed (RF), Corinne Pupillo (CP), Michelle Owen(MO), Marisa GRIFFITH(MG), Fiona MICELOTTA (FM)
Apologies	Angel SAUZIER (AS), Anna GAUCCI (AG), Shelly DIGHTON(SD)
Copy of Minutes	Frances Hansen (FH), Melissa Beckwith (MB), Alisha Minns (AM)

Agenda Item	Discussion	Action	Person Responsible
<b>Welcome</b>	Welcome to the new time		
<b>Celebrations</b>	<ul style="list-style-type: none"> <li>• Hot Cross Buns - \$362.00</li> <li>• Easter Raffle - \$805.00</li> <li>• Jacanarama T shirts &amp; Donations - \$2,695.00</li> </ul>		
<b>Previous Minutes</b>	<ul style="list-style-type: none"> <li>• Entertainment Books</li> <li>• <b>Jacanarama T-shirts</b> <ul style="list-style-type: none"> <li>○ Change of graphic               <ul style="list-style-type: none"> <li>▪ Student design</li> <li>▪ Staff design</li> </ul> </li> </ul> </li> <li>• Change colour of t shirt           <ul style="list-style-type: none"> <li>○ Rotate school colours               <ul style="list-style-type: none"> <li>▪ 2021 - Red</li> <li>▪ 2022 - Blue</li> <li>▪ 2023 – Yellow</li> <li>▪ 2024 – Green</li> </ul> </li> </ul> </li> <li>• <b>New/returning fundraising members</b> <ul style="list-style-type: none"> <li>○ Feedback</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Sales are slowly coming in. Advertising in Newsletter</li> </ul>	<p>LS</p> <p>LS</p>
<b>Fete Committee meeting</b>	Will review FETE options in the new year	Revisit in Term 2	

Agenda Item	Discussion	Action	Person Responsible
<b>General Business</b>	<ul style="list-style-type: none"> <li>• <b>Mother's Day Stall</b> <ul style="list-style-type: none"> <li>○ Flier distributed</li> <li>○ Booking sheet in Staffroom</li> <li>○ Mother's Day Stall has been booked into the CLH Friday 30 April for set up.</li> <li>○ Stall times are 9:30am until 2.10pm</li> <li>○ Volunteers for               <ul style="list-style-type: none"> <li>▪ Mon 3<sup>rd</sup> May</li> <li>▪ Tuesday 4<sup>th</sup> May</li> </ul> </li> <li>○ Set up &amp; Pack up?</li> </ul> </li> <li>• <b>Silver Coin Frenzy</b> <ul style="list-style-type: none"> <li>○ When?</li> <li>○ Flier for distribution</li> <li>○ Items for Newsletters</li> <li>○ Who will count money?</li> </ul> </li> <li>• <b>Gift wrapping Broadmeadows Shopping Centre</b> <ul style="list-style-type: none"> <li>○ When?</li> <li>○ Who?</li> </ul> </li> <li>• <b>Special Lunch order day</b> <ul style="list-style-type: none"> <li>○ When?</li> <li>○ Flier for distribution</li> <li>○ Items for Newsletters</li> <li>○ Who?</li> </ul> </li> </ul>		LS
<b>Meeting Closed:</b>	am		
<b>Next meeting:</b>	Thursday 27 May 2021 10:30-11:30am in Meeting & Assessment Room		



<b>JSA Profit &amp; Loss Statement Breakdown 16 04 2021</b>			
<b>Revenue</b>		<b>Expenditure</b>	
Book Club	\$ -	Book Club	\$ -
Bunning BBQ Term 4	\$ -	Bunning BBQ Term 4	\$ -
Easter Raffle	\$ 805.00	Easter Raffle	\$ -
Entertainment Book 2021	\$ -	Entertainment Book 2021	\$ -
Fathers Day Stall	\$ -	Fathers Day Stall	\$ -
Fathers Day Wrapping	\$ -	Fathers Day Wrapping	\$ -
Fete	\$ -	Fete	\$ -
Footy Day Lunch	\$ -	Footy Day Lunch	\$ -
Hot Cross Buns	\$ 1,448.00	Hot Cross Buns	\$ 1,086.00
Jacanarama	\$ 3,740.00	Jacanarama	\$ 1,045.00
Middle Years Market	\$ -	Middle Years Market	\$ -
Mothers Day Stall	\$ -	Mothers Day Stall	\$ -
Mothers Day Wrapping	\$ -	Mothers Day Wrapping	\$ -
School Banking Commission	\$ -	School Banking Commission	\$ -
Silver Coin Frenzy	\$ -	Silver Coin Frenzy	\$ -
Special Lunch Day Term 2	\$ -	Special Lunch Day Term 2	\$ -
Uniforms	\$ 2,921.00	Uniforms	\$ 864.48
XMAS Lunch Day	\$ -	XMAS Lunch Day	\$ -
Xmas Raffle	\$ -	Xmas Raffle	\$ -
Xmas Wrapping BSC	\$ -	Xmas Wrapping BSC	\$ -
Police Check	\$ -	Police Check	\$ -
Store Room/Tshirts/Aprons	\$ -	Store Room/Tshirts/Aprons	\$ -
<b>TOTAL</b>	<b>\$ 8,914.00</b>	<b>TOTAL</b>	<b>\$ 2,995.48</b>

<b>2021 JSA Profit</b>		<b>Notes</b>
Book Club	\$ -	
Bunning BBQ Term 4	\$ -	
Easter Raffle	\$ 805.00	
Entertainment Book 2020	\$ -	
Fathers Day Stall	\$ -	
fathers Day Wrapping	\$ -	
Fete	\$ -	
Footy Day Lunch	\$ -	
Hot Cross Buns	\$ 362.00	
Jacanarama	\$ 2,695.00	
Middle Years Market	\$ -	
Mothers Day Stall	\$ -	
Mothers Day Wrapping	\$ -	
School Banking Commission	\$ -	
Silver Coin Frenzy	\$ -	
Special Lunch Day Term 2	\$ -	
Uniforms	\$ 2,056.52	
XMAS Lunch Day	\$ -	
Xmas Raffle	\$ -	
Xmas Wrapping BSC	\$ -	
Police Check	\$ -	
Store Room/Tshirts/Aprons	\$ -	
<b>TOTAL</b>	<b>\$ 5,918.52</b>	
<b>2015-2019</b>	<b>\$ 30,696.00</b>	
<b>2020 profits</b>	<b>\$ 2,237.48</b>	
<b>Total Raised</b>	<b>\$ 38,852.00</b>	

## SPECIAL EVENTS / FUNDRAISING 2021

Please do not plan special events outside this schedule without consulting the Principal Class Team (PCT).

What	Term	Who
Entertainment Books	All Year	FRC
JSA Staff / Student Uniforms	All year	Admin Team
Silver Coin Frenzy	2 - (	FRC
School Photos (10% profit)	2	Admin Team
Broadmeadows Shopping Centre – Gift wrapping		FRC
Mother's Day Stall	2 - (Mon 3 & Tue 4 May)	FRC
Special lunch order day	2 - (week 6 TBC)	FRC
Book Week	3 – Week 6	FRC
Broadmeadows Shopping Centre – Gift wrapping		FRC
Book Fair	3 – 21 Aug-28 Aug	FRC
Father's Day stall	3 - (Week 7 TBC)	FRC
Footy Day/Special lunch order day	3 - (Week 9 – TBC)	FRC
Fete		FRC
Special lunch order day	4 -	FRC
Educational Experience	4 -	FRC
Broadmeadows Shopping Centre – Gift wrapping	4 -	FRC
Bunnings BBQ	4 – 23 October	FRC
Christmas Raffle	4 -	FRC

### Fundraising Protocols

All fundraising activities must be pre-approved by school council. JSA Staff & Student Uniform – a small administration fee is charged to staff/students and then allocated to the JSA fundraising target.