Fundraising Sub Committee Meeting MINUTES

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| Date: Thursday 17 March 2022 | Time: | Location: Via Webex |
| Convener: Lisa SETTE | | Minutes: Fiona Micelotta |

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| Attendees | Michelle Owen(MO), Corinne Pupillo (CP), Fiona MICELOTTA (FM), Radha Fayed (RF), Sharon BORG, Lisa SETTE (LS), Marisa GRIFFITH(MG), Lauren Hilton(LH), Frances Hansen (FH) |
| Apologies | Angel SAUZIER (AS), Shelly DIGHTON(SD), Renee Ruuska(RR) |
| Copy of Minutes | Frances Hansen (FH), Renee Ruuska(RR) Lauren Hilton(LH) |

| **Agenda Item** | **Discussion** | **Action** | **Person Responsible** |
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| **Welcome** | Welcome to Country |  | **LS** |
| **Previous Minutes** | * Purchase of more JSA drink bottles (Have sold all stock)   Discussion regarding new drink bottle options:   * + - * Suck not tip option       * Non-spill/leak       * Able to write name on it   Quote attached – Drink Bottles will cost $10.65 – to have ability to add name was $15.00 per bottle)   * Proposed new date/time for Fundraising Meeting * Jacanarama – 6th April   + - * 110 T-shirts ordered       * Due to house colours no extras were ordered       * Due to arrive Week starting 28 March * Hot Cross Buns   + - * Flier distributed & orders coming in       * Room booked for packaging       * Volunteer/Helpers to be organised * Easter Raffle   + - * Term 2 – Week 10 – Drawn Monday 4th April. Flier went out 28th February 2022       * Book room to wrap donations – Friday 1st April 9-12pm       * Raffle tickets – Order & pay via Qkr! - Virtual Books $5.00 per book – digital on QKR – Renee to upload       * Raffle ticket report to be printed Friday 1st April for Fundraising to cut out and put in Raffle ticket Barrel   **TERM 2**   * Mother’s Day stall – 5th and 6th May 2022   + - * CLH Booked for the two days * Special Lunch Order Day - * WISH LIST 2022   – Fundraising Target  1.Curtain for CLH (stage)  2. Equipment for PE Department   1. B&G Proposal – In-ground trampoline | Fundraising discussed the quote and have agreed to purchase 100 JSA Drink bottles and sell for $15.00.  To add Drink Bottle to the uniform order and QKR   * The AGM Meeting is on Thursday 31st March 2022 and it will be an agenda item to discuss the change of the Fundraising Committee day and time.   Slow sales - Reminder text to families  Need to check wrapping paper/ribbon stock and order more if required  Slow sales – Reminder text to families  Discussion around splitting some students in classes as at times too many students come down at once. There is capacity in the schedule to allow this. Lisa will liaise with RR to alter the Classroom Program and adjust before circulating.  Term 2 – Week 6 - Friday 3rd June  Given this event was carried over from last year, many staff/students will have credit from the cancelled event. Lisa will provide Frances and Lauren, the hard copy orders/QKR orders. Frances will prepare a spreadsheet. Once this has been collated, stickers will be put in the students communication books to inform parents of the new event and what they originally ordered and paid.  New Fliers to be developed by Lisa and distributed only to the students/staff that do not have credit. Lisa to liaise with Renee   * Fliers to go out 11th May and forms to be returned by 25th May. * Fiona to liaise with Lisa re: food order and then order to be placed on 26th May * Fiona to book HLK for the day and liaise with KGC.  1. The tender costings for the curtains:  * Motorised Main curtain to Performing Arts - $22,630.00 * Motorised Cyclorama (backdrop curtain for projected images) & manual wing curtains – $18,578.00   **TOTAL cost - $41,208.00**   1. Equipment for PE Department – Fundraising to Liaise with PE department to see if this is still needed as this was discussed with the previous PE teacher quite a while ago. 2. B&G proposal – in ground trampoline – the idea is that fundraising can contribute half the cost. Frances will provide costing for the trampoline. | **FH/LH & RR**  **LH**  **LS**  **LH**  **LS/RR**  **LS & FH/LH**  **LS/RR**  **LS**  **FM/LS**  **FM**  **LS**  **FH** |
| **Meeting Closed:**  **Next meeting:** | 11.30am  TBC |  |  |

**SPECIAL EVENTS / FUNDRAISING 2022**

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

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| **What** | **Term** | **Who** |
| Entertainment Books | Term 1 & 2 | FRC |
| JSA Staff / Student Uniforms | All year | Admin Team |
| Easter Raffle | 1 - (drawn week 10) | Fundraising Committee (FRC) |
| Mini Olympics Extravaganza + Sausage Sizzle | 1 – (Week 10 )  28th February | Leadership  Leadership & FRC |
| Jacanarama | 1 – (Week 10)  6th April | FRC |
| Hot Cross Buns | 1 – Week 10 | FRC |
| Broadmeadows Shopping Centre – Gift wrapping | 2 | FRC |
| Mother’s Day Stall | 2 - Week 3 | FRC |
| Special lunch order day | 2 - Week 6 – Friday 3rd June | FRC |
| Book Week | 3 – Week 6 | FRC |
| Father’s Day stall | 3 - Week 7 | FRC |
| Footy Day/Special lunch order day | 3 - Week 9 | FRC |
| Bunnings BBQ | 4 | FRC |
| Special lunch order day | 4 | FRC |
| Broadmeadows Shopping Centre Gift wrapping | 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.

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