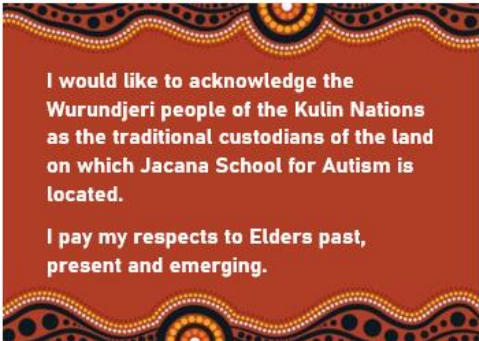


**RESPECT / EMPATHY / INCLUSION**

**Fundraising Sub Committee Meeting MINUTES**

Date: Friday 8 <sup>th</sup> March	Time: 10:30am	Location: CLH
Convener: Corinne Pupillo		Minutes: Fiona MICELOTTA

Attendees	Kay VLACHOPOULOS <b>(KV)</b> , Shirley WAIN <b>(SW)</b> & Corinne PUPILLO <b>(CP)</b> , Fiona MICELOTTA <b>(FM)</b> , & Radha FAYED <b>(RF)</b> Daniel MOLONEY <b>(DM)</b>
Apologies	Marisa GRIFFITH <b>(MG)</b> , Michelle OWEN <b>(MO)</b> , Lisa SETTE <b>(LS)</b> , Kristen BALLERINI <b>(KB)</b>
Copy of Minutes	Frances Hansen <b>(FH)</b> , Kay Vlachopoulos <b>(KV)</b> , Shirley Wain <b>(SW)</b> , Julie Dojcsak <b>(JD)</b>

Agenda Item	Discussion	Action	Person Responsible
Welcome	 <p>I would like to acknowledge the Wurundjeri people of the Kulin Nations as the traditional custodians of the land on which Jacana School for Autism is located.</p> <p>I pay my respects to Elders past, present and emerging.</p>		SW
Previous Minutes	<p>Meeting Friday 9<sup>th</sup> February 2024</p> <p><u>Special Lunch Order Day (BBQ Term 4 2023)</u> – Profit &amp; Loss Report –</p> <p>Xmas Wrapping at Broadmeadows Shopping Centre</p>	<p>Not available on the day of the meeting, however Shirley will provide to be sent with Fundraising minutes</p> <p>Lisa has advised that JSA is required to fill out paperwork and submit and then Broadmeadows Shopping Centre Management will donate the \$2000.00 as agreed. Lisa is to provide JSA with the documents</p>	<p>SW</p> <p>LS</p>

Agenda Item	Discussion	Action	Person Responsible
<p><b>Term 1, 2024</b></p>	<p>2024 Fundraising Events <b>(attached)</b></p> <p><u>Promoting new Members</u> Canva Advertisement for FRC Sub CommitteeVolunteers</p> <p><u>Fundraising Events</u></p> <ul style="list-style-type: none"> <li>• Easter Raffle - Easter Raffle - \$5.00 for 5 tickets (book) – Digital tickets Donations can be made to JSA up until 21<sup>st</sup> March 2024. Easter Raffle to be drawn Monday 25<sup>th</sup> March (Week 9)</li> <li>• Hot Cross Buns - Hot Cross Buns – JSA to purchase HCB for \$7.50 6 pack and will sell to JSA community for \$9.50 6 pack (\$2.00 profit) (closed on QKR on 8<sup>th</sup> March 2024) Flavours to choose from: Traditional, Choc Chip, Apple &amp; Cinnamon, Fruitless and possibly Mocha.</li> <li>- Given how the price increase to the HCB per pack and the low sales, FRC will reconvene in Term 2 to discuss if this event is to continue beyond 2024.</li> </ul>	<p>Kay will liaise with Julie D to create a Canva add and promote on Facebook, Instagram and School email – Promote Term 2 Events and add the School phone line and when calls come through pass on to Lisa Sette</p> <p>Fiona to order 8-10 Baskets, 10 rolls of Celephane and ribbon</p> <p>CLH has been booked for 22<sup>nd</sup> March for Easter Donations wrapping from 9am-11.30am</p> <p>Promote Easter Donations using Canva Ad– email students and staff with the ad and print out poster and place in Staffroom/staff noticeboard and on the door out the front of the School Entrance.</p> <p>CLH has been booked for Friday 22<sup>nd</sup> from 9am-11.30am for easter raffle wrapping and on Monday 25<sup>th</sup> all day for FRC for both HCB prep and Easter Raffle.</p> <p>Shirley to prepare a Fundraising Events Form for Hot Cross Buns event</p>	<p><b>KV/JD</b></p> <p><b>FM</b></p> <p><b>KV/JD</b></p> <p><b>FM</b></p> <p><b>SW</b></p>

Agenda Item	Discussion	Action	Person Responsible
Term 2, 2024	Mothers' Day Stall	Shirley to prepare a Fundraising Events Form for Mothers' Day Stall event	SW
		\$100 Float to be arranged for the Mothers' Day Stall	SW
	Special Lunch Order (Subway) - Given the time line of the first FRC meeting in Term 2, the Special lunch Order date may need to be reviewed and pushed further from Week 6	Lisa to prepare a Mothers' Day Stall Classroom Schedule	LS
		CLH has been booked for 9 <sup>th</sup> & 10 <sup>th</sup> May and the 8 <sup>th</sup> May from 12pm for set-up	FM
Term 3, 2024	Footy Day Lunch Fathers' Day Stall		
Term 4, 2024	<u>Bunnings BBQ 2024</u> Bunnings BBQ Saturday 26th October 2024		
	Special Lunch Order		
Meeting Closed	11.13am		
Next meeting:	Term 2, 26 <sup>th</sup> April 2024 at 10.30am in CLH		

## SPECIAL EVENTS / FUNDRAISING 2024

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

What	Term	Who
Easter Raffle	1 - (drawn Week 9)- Monday 25 <sup>th</sup> March	Fundraising Committee (FRC)
Hot Cross Buns	1 – Week 9 – 25 <sup>th</sup> March	FRC
Mother's Day Stall	2 - Week 3 -9 <sup>th</sup> & 10 <sup>th</sup> May	FRC
Special lunch order day (Subway)	2 - Week 6 – 29 May	FRC
Book Fair	3 – TBC	FRC
Father's Day Stall	3 - Week 8 - 31 <sup>st</sup> Aug & 1 <sup>st</sup> Sept	FRC
Footy Day/Special lunch order day	3 - Week 11 - Wed 18 <sup>th</sup> September	FRC
Bunnings BBQ	3 – Saturday 26 <sup>th</sup> October	FRC
Special lunch order day	4 -Week 8 - Wed 27 <sup>th</sup> Nov	FRC
Broadmeadows Shopping Centre Gift wrapping or Christmas Raffle	4 - TBC	FRC



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

**Fundraising Purpose**

Proposal - 2024 Fundraising Profits - Fundraising for 2024 to go towards the new Stage Curtain and supporting Graduation Celebrations Funds