



Cherishing and Challenging Every Child

Glen Allan School Community Fundraising Association (GASCFA) Meeting & AGM
Thursday, May 22, 2025
Meeting Minutes

Meeting called to order at 8:36 p.m.

1. Welcome
 - a. In attendance: Erin Hamilton, Caitlin Burkholder, Crystal Brownlee, Lana Lastiwka, Erin Barrett, Stacey Robinson, Trina Boymook, Rosa Bull, Jenn Campbell
 - b. Absent: Grant Glowinski
2. Approval of April 10, 2025 meeting minutes - *Motion required from committee two members*
 - a. Motion to approve – Erin Hamilton; seconded by Erin Barrett
3. Fundraising association updates
 - a. Chair update – *Jenn Campbell*
 - i. *GASCFA board elections (President, Vice President, Secretary, Treasurer, Directors at large)*
 1. There was a parent potentially interested in Chair of Fundraising Association but was not present tonight. This position will remain vacant for now.
 2. President - leave position vacant now
 3. Vice President - Caitlin Burkholder – no other nominations – elected
 4. Secretary - Grant - no other nominations – elected
 5. Treasurer - Rosa Bull - no other nominations – elected
 6. Director at Large, Director of Gaming - Erin Barrett- no other nominations – elected
 - b. Budget update – *Erin Barrett, formerly Vice Chair (now Director at Large and Director of Gaming)*
 - Jenn confirmed with Erin and Rosa that there was \$380 charge at Pi-A-Thon that was refunded back to parent as it was made in error. Confirmed that this is reflected in budget.
 - No update from Sheila for dance financials. Rosa and Erin indicated that receipts are required for the \$2000 spent on the date and none have been received to date. Erin to follow up with Sheila. It was agreed that next year we will do reimbursement only.
 - Jenn to save all documents from fundraising to Google Workspace
 - Historical documentation is in binders in the school
 - Budget Update
 - 2023-2024 budget - Erin reviewed budget

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- Motion to approve - Erin Barrett
- Need to submit the 2023-24 budget to registry
- Part of new fundraising association - don't need operating account and fundraising account. Erin and Rosa to work on closing the operating account as the operating expenses flow in and out of fundraising
- Motion to approve transferring funds from operating account to fundraising account and closing the operating account - motion to approve from Erin H, seconded Rosa
- Will remove Jenn as signature, would add new fundraising director in the fall
- Hot lunch – Rosa shared that she rec'd information from Hot Lunch Coordinator that the last hot lunch of the year might be free and we can use it as fundraising. We discussed possibility of hosting a free lunch on Sports Day. Rosa to follow up with Hot Lunch Coordinator (note: after meeting, Hot Lunch Coordinator emailed Erin H with further details and it does not appear that this would be feasible for Sports Day so we will continue with original plan for Freezies and look into the free lunch further).

4. Member feedback/suggestions – None

5. See you next school year!

Fund Development Committee meeting adjourned at 9:00 p.m.

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