



Walter and Gladys Hills Friends of Ravens Society
Informal Meeting
December 8th, 2018

Meeting Minutes

Present: Nikki MacDonell, Christy DeCoste, Genna Pittman, Cheyanne Jones

Meeting motioned to open at 12:15 by Cheyanne Jones

1) Hello

Everyone spoke to everyone around the table, a check to see how everyone was doing.

2) Role Description/Change

- a. Looking at the Role Descriptions it is what is set out by ASCA, we will need to change them to match our group's needs. We set a deadline for December 17th for everyone to review this and send it back to Cheyanne once everyone hands their ideas back into Cheyanne she will compile it all and send it out for approval to the group.

3) Bylaw Review/Change

- a. Everyone will review the Bylaws and the new template that was set out by ASCA and submit their changes and ideas to Cheyanne by the 17th of December. Once everyone responds Cheyanne will compile everyone's ideas and send it out for approval.

4) Policy/Procedures

- a. Cheyanne will use the ASCA template and put in our group name and submit it to the Group for approval. We don't have a Policies and Procedures set out right now so this may help us.

5) Member Forms/Code of Conduct Forms

- a. Christy had a lot of great ideas for the form and everyone in attendance was in agreeance with her ideas. Cheyanne will make the changes to the form and send it out for review. We will send this form home with students starting January 7th with a deadline to receive them back by January 11th. The Code of Conduct Form everyone voted that was not necessary and we will not use this form

6) Christmas Basket

- a. Genna will be doing a Hickory Farms and a Family Game Night/Fun Night basket to go with our other prizes.
- 7) Sign up for Society
 - a. There will be a screen at the Christmas Concert allowing parents to follow us and the forms to sign up will also go home in the new year.
 - 8) Fundraising/Blanket Fundraising
 - a. Everyone was in agreeance that we will wait until there is something to Fundraise for before we start another fundraiser.
 - 9) Transparency
 - a. Everything should and will be open within the group, questions, anything will all be a group discussion. We will communicate with Parents what is happening with fundraisers, get volunteers for opportunities coming up. We will be open with everything and it will not just be a small group or individuals communicating about the group, everyone in the group will be aware of everything happening. We should be looking at a month in advance of things happening so that we are not rushing to find volunteers and have things set in place.
 - 10) Working with Parent Council Collectively
 - a. Work together at the Christmas concert when we introduce ourselves and draw for the ticket winnings and the best seats in the house. Shawn will be speaking for Parent Council and Cheyanne will be speaking for Society.
 - 11) Christmas Concerts
 - a. It was explained how we will sell 50/50 and we will sell silent auction tickets.
 - b. Cheyanne will be setting up the Raffle Licenses
 - 12) Open Discussion

When Students bring in money we should be asking Teachers to keep the envelope/bag that the money is coming in so that if we are short or whatnot it will be easier to track it. Cheyanne motioned to have a zipper bag for each teacher to put money in to send to the office, Christy seconded it and all ladies were in agreeance and voted yes. After it was voted the group decided to use the homework bags that didn't sell in previous years rather than purchase something new.

It was brought up that meetings run into a lot of time when discussions get off topic so we are going to set time limits on each topic and have a timer on the table so that we don't run over. If it is still not completely finished talking about we will push it to the end where we will have a open

discussion slot and we can revisit it then. The timer was Motioned by Cheyanne and seconded by Christy and all ladies voted and was in agreeance to do this.

Monthly budget was motioned by Christy and seconded by Cheyanne all voted and was in agreeance. Nikki will complete a monthly budget on what we can spend each month rather than blind siding voting on items from the wish list. Nikki will have this completed by the 17th of December as well.

Hot Lunch will sell beef jerky that is left over on their days and also the profit from Hot Lunch we have already done a Pizza Party for the Lunch Leaders and will vote on another one for the end of the year. There are fees associated with Hot Lunch for the ordering so Profits will also pay for that as well.

Meeting Closed at 2:59

Approved: _____
Secretary – Shannon Smithers

Approved: _____
President– Cheyanne Jones