

SWES Fundraising Meeting Minutes
DATE September 23, 2025

In attendance: Angela Eadie-Gyori, Dawn Normoyle, Kate Martin, Trish Hammond, Kristen Germaine, Janine Waldo, Kayla Webb, Andrea Merino, Savannah Magnusson, Rochelle Griesheimer, Bailey Allport, Amber Simcoe, Levi Simcoe, Alex Bennett, Helen Gottesacker, Shantelle Pomerleau, Melissa Sonnenberg, Elli Nash, Chelsea Sarginson, Quinn Cameron, Brittny Van Eno, Vanessa Adrain (virtual), Abbey Sarkozi (virtual)

Call meeting to order.

Meeting called to order by Kate at 7:01pm.
Introductions

Acceptance of last year's AGM meeting minutes.

Motion: To accept the minutes as is by Savannah. Second by Kayla
Vote: All in favor.
Resolve: Minutes accepted

Acceptance of today's agenda.

Motion: To accept the agenda as is by Kayla.
Vote: All in Favor.
Resolve: Agenda accepted.

What is SWES Fundraising?

- a. Steffie Woima Elementary School Parent Advisory Society.
- b. SWES Fundraising is separate from Council, membership in one does not require membership in the other
- c. The purpose of the society is to fund activities and purchase supplies and equipment to enhance the education of Steffie Woima students.
- d. We achieve that purpose by hosting fundraisers to raise money.
- e. The structure of the society includes an elected executive committee:

Chairperson – currently Kate Martin

1. Plans and facilitates meetings
2. Creates annual summary of activities
3. Responsible for communication with School Council and messaging for school newsletter

Vice Chairperson – currently Kayla Webb

1. Assists chairperson, assumes their duties if in absence
2. PIPA/privacy officer

Secretary – currently Andrea Merino

1. Takes minutes and attendance at meetings
2. Ensures all minutes and documents are available to the public

Treasurer – currently Janine Waldo

1. Maintains records of all financial transactions
2. Reports financial information to the School Council

The executive committee runs the day-to-day operations of the society and serves a term of one year, to be elected at the AGM.

- f. Members of the society include adult members of the community interested in furthering the goals of the society.
- g. The society can create committees and policies for the duration of the term and can amend its bylaws annually at the annual AGM
- h. All fundraisers must be approved by the school's principal or designated representative

2024 - 2025 Year in Review - Fundraising purchases:

- a. Organized sponsors to fund the purchase of ukuleles
- b. Drop-It residency
- c. Provided a gift basket for Kim for her Opera performance
- d. Purchased books for One School Whole School
- e. Purchased a new fridge for school
- f. Raised money for Maite's family to support her treatment in US
- g. Provided funding for Council's year-end ice cream service
- h. Playground! Full cost was \$322,869.38
4. 2024-2025 Year in Review – Fundraisers/Other income:
 - a. Slime, Snacks and Sips raised \$419.65
 - b. Hearts and stars for Maite at Christmas concerts raised \$3609
 - c. 50/50 at Christmas concerts raised \$507.68
 - d. Candy cane sales raised \$855.50
 - e. Awarded the CFEP grant for the playground \$164,803.91
 - f. Make it Sow raised \$1422.15

Treasurer's report:

- Casino account:
 - Open (August 1, 2024) \$ 47 379.78
 - Close (July 31, 2025) \$7 083.75
- Main account:
 - Open (August 1, 2024) \$ 738.21
 - Close (July 31, 2025) \$4216.01
- Savings
 - Open (August 1, 2024) \$0
 - Close (July 31, 2025) \$4976.57
- Year End Financial Report (see attached)

Elections of 2025/2026 Executive Board of the Steffie Woima Parent Advisory Society:

- a. Chairperson
Previous: Kate Martin
Nominee: Kayla Webb, Vanessa Adrain

Majority vote to elect Kayla Webb for chairperson
Vote carried
Resolve: Kayla Webb Chairperson for 2025/2026

b. Vice-Chairperson
Previous: Kayla Webb
Nominee: Amber Simcoe
Motion to accept: To elect Amber Simcoe for Vice-Chairperson
Resolve: Amber Simcoe Vice-Chairperson for 2025/2026

c. Secretary
Previous: Andrea Merino
Nominee: Andrea Merino
Motion to accept: To re-elect Andrea Merino as secretary
Resolve: Andrea Merino secretary for 2025/2026

d. Treasurer
Previous: Janine Waldo
Nominee: Vanessa Adrain
Motion to accept: To elect Vanessa Adrain to be treasurer
Resolve: Vanessa Adrain treasurer for 2025/2026

Change names on bank accounts

Motion: To remove Janine Waldo and Kate Martin, and add Vanessa Adrain and Amber Simcoe to the bank account #8528671

Vote: All in Favor.

Resolve: Above members will make that change virtually

Committees

- Playground committee to be renewed for the year to finish remaining grant obligations
- Bylaw committee will renew for the year, to be formed next meeting

AGM Meeting Adjourned by Kate Martin

September Fundraising Meeting

- Called to order by Kate Martin

Acceptance May 20, 2025 Meetings

Motion: To accept the agenda as is by Savannah.

Vote: All in Favor.

Resolve: Agenda accepted.

New business:

- Anticipated funding need for the year
 - Fit Set Ninja?

- Residency
 - Science program from RDP, Trish will bring in information for same

Motion: To use up to \$2500 to book Drop it Studios for 2026 by Amber

Vote: All in Favour

Resolve: Andrea will look into booking Drop it Studios

- Further expenses for One Book Whole School
- Fruit for sports day
- Year-end treats
- Teacher wish lists

Suggested fundraisers:

- Candy canes
- Growing Smiles, or another company for plants for example a local plant fundraiser
- Make it Sow
- Movie nights
- Dances
- Coffee club Thursdays by donation for connection
- Next meeting bring ideas and the plan for fundraisers, with the percentage back as well.

Additional Items:

- Putting 10% into our new playground fund

Motion: To put 15% of our fundraising funds into towards a new playground fund

Vote: All in Favor

Resolve: Accepted to put 15% of fundraising funds towards a new playground fund

Choose date for next meeting(s). Discuss reduction in meeting frequency:

- October 21st next fundraising committee meeting to follow parent council meeting
- We will decide the other dates for fundraising meeting

The next fundraising meeting: October 21, 2025

Meeting Adjourned at 7:50pm by Kate Martin