



## Meeting Minutes

March 16, 2026 at 7:30pm

In person in the school staff room or join the meeting online.

<https://meet.google.com/zbz-ayqx-uby>

[CubbersFundraising@gmail.com](mailto:CubbersFundraising@gmail.com)

|    |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------|
|    | March 16, 2026                                                                                                                                                                    |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
|    | Attendees                                                                                                                                                                         | Principal: Rachel Reid<br>Assistant principal: Stephanie Scoles<br>Teacher Rep: Paula Fortin<br>Executive: Jenn Plouffe, April Miskie, Michelle Jensen, Ashley Buchanan, Brooke Horrocks,                                                                                     |                                                                           |                                             |
| 1. | Call to Order @ 7:47 pm                                                                                                                                                           |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
| 2. | Welcome and Introductions -                                                                                                                                                       |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
|    | Agenda                                                                                                                                                                            |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
| 3. | Review and Approval of the February 2026 Meeting Minutes Caleb motions to approve Second April                                                                                    |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
| 4. | Review & Approval of the Agenda<br>Ashley motions to approve agenda                                                                                                               |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
|    | Reports                                                                                                                                                                           |                                                                                                                                                                                                                                                                               |                                                                           |                                             |
| 5. | President’s Report                                                                                                                                                                | <a href="#">2025/26 Cubbers Annual Fundraising Plan</a><br><a href="#">Annual Fundraiser Tracking Calendars - 2025/26.xlsx</a>                                                                                                                                                |                                                                           |                                             |
| 6. | Treasurer’s Report                                                                                                                                                                | Current account balance: \$13,598.15 (Balance Sheet)<br><br><a href="#">Accounts payable</a> <ul style="list-style-type: none"><li>nil</li></ul><br><a href="#">Accounts receivable</a> <ul style="list-style-type: none"><li>Growing Smiles Fundraiser in progress</li></ul> |                                                                           |                                             |
| 7. | Fund Designation<br><br>Funds must be spent on fundraising targets and cannot be repurposed (if fundraiser does not specify how funds raised over stated goal will be allocated). | Funds Designated for Playground:<br><br>\$12,380.84<br>(Goal \$14,000)                                                                                                                                                                                                        | Funds Designated for Entryway & Gymnasium Enhancements:<br><br>\$1,117.31 | Funds Designated for Bibles<br><br>\$100.00 |

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| 8.  | Annual Return to CRA & Notice of Change of Directors | Registered Charity Status - under review                                                                                                                              |                                                                                                                                                                 |                                                                                       |
|-----|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|     | Old Business                                         | Details                                                                                                                                                               | Tasks                                                                                                                                                           | Assigned To                                                                           |
| 9.  | Choco-licious Chocolates                             | Complete - Profit \$1,330.00 (36% return)<br>Should we do this again next year?<br><b>Motion: Ashley to Motion, Caleb Second</b><br><b>Vote: yes</b>                  | Diarize fundraiser for 2027<br><br>Prior Christmas November - December                                                                                          | Ashley                                                                                |
| 10. | Growing Smiles- Spring                               | Running, ends April 17th<br>Delivers: May 4<br>Volunteers needed: 4<br>Intended use for Funds: Playground Installation                                                |                                                                                                                                                                 |                                                                                       |
| 11. | Be Kind pink shirt day:30pm                          | <ul style="list-style-type: none"> <li>T shirts - will school donate profits to Cubbers?</li> <li>Can we set up a table at the pontiac game to sell stuff?</li> </ul> | School will donate                                                                                                                                              |                                                                                       |
| 12. | Photography Fundraiser                               | Photography sessions <ul style="list-style-type: none"> <li>Easter</li> <li><a href="#">Spreadsheet Here</a></li> </ul>                                               | Alicia Scott<br>Nicole Lawton<br>Cost: \$150<br><br>May 9th                                                                                                     |                                                                                       |
| 13. | Bibles for Grade 4's                                 | Cost: 300 bibles<br>Priced between \$10-15 each. <ul style="list-style-type: none"> <li>Received \$100 donation</li> </ul>                                            | tabled                                                                                                                                                          |                                                                                       |
| 14. | Yearbook Update                                      | Volunteers - 2 came forward<br><br><b>MixBooks</b><br>\$14.76 USD each + tax for the 8.5x11 softcover with 30 everyday semi-gloss pages (Quantity of 75 books)        | Move forward with Mixbooks and Etsy design; design yearbook ourselves<br><br><b>Ashley to motion approve the cost of Canva for the volunteers \$16.99/month</b> | Savannah Lucial +1 volunteer<br><br>Michelle Uses Canva subscription or to cover cost |

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|-----|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
|     |                              | (\$21.13 with tax ?duty)<br>Standard shipping to (1)<br>location in the United<br>States (excluding Hawaii<br>and Alaska).<br><br><b>Ashley to motion<br/>approve the cost of<br/>Canva for the<br/>volunteers<br/>\$16.99/month<br/>April Seconds motion</b>                                        | <b>April Seconds<br/>motion</b>                                                                                                                                                                      |                                                  |
|     | <b>New Business</b>          | <b>Details</b>                                                                                                                                                                                                                                                                                       | <b>Tasks</b>                                                                                                                                                                                         | <b>Assigned To</b>                               |
| 15. | Jerky in a Box               | Sampler Box arrived<br><br><b>Runs: May 15th to 30<br/>Delivers: June 15th</b><br>Latest<br>Volunteers needed:<br>Intended use for Funds:<br><b>Motion: Caleb<br/>Second: Brooke</b>                                                                                                                 | Processing time?                                                                                                                                                                                     |                                                  |
| 16. | Rain Barrels                 | Runs:<br>Delivers:<br>Volunteers needed:<br>Intended use for Funds:<br>Enhancements<br><b>Motion to move<br/>forward with<br/>fundraiser on the<br/>condition that there is<br/>no pre-purchase of<br/>inventory; if<br/>requirement will need<br/>to vote<br/>Motion: Brooke<br/>Second: Ashley</b> | Find out more<br>info on details<br><br>Motion to move<br>forward with<br>fundraiser on the<br>condition that<br>there is no<br>pre-purchase of<br>inventory; if<br>requirement will<br>need to vote | Michelle to<br>have<br>conversation<br>on Friday |
| 17. | Bylaw Review 2/5             | Sections 5-9 of Draft<br>Bylaws                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                      | Caleb to<br>review bylaws                        |
| 18. | Next meeting:                | <b>April 20th @ 7:30pm</b>                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                      |                                                  |
| 19. | <b>Adjourned at @ 8:25pm</b> |                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                      |                                                  |