**2015-09-30**

**CSPC Financial Meeting**

**Attendance**:

Corbin Tomaszeski

Greg Chow

Nadia Niccoli

Clare O’Shea

Marianne Internicola

Jenny Gafney

Jeanette Coley

Mary Lagonia

Jacky Arminem

Elisha Horbay

Ann Martin

Michael Teixeira

Deborah McMorgan

Eneida Contreiras

**Objective of meeting:**

To determine an initial budget/plan for presentation at the 10/7/15 CSPC meeting.

* Marianne: we need to get focus on what we want to allocate money for this year to help determine the scope/number of fundraisers for this school year.
* Corbin: can we consider the timing of the fundraising initiatives to ensure we’ve got money in the budget prior to Christmas. Greg to confirm state of financial affairs within Q1 of the year. (Q1 – sept/oct/nov)
* Greg: spring carnival was a success due to timing and weather.

Review of the 2014-15 budget year:

* Lunch Lady: follow up needs to be done w/ lunch lady to ensure 2014-15 payments;
	+ ACTION: Greg to follow up.
* Corbin: Can we set up the budget monthly vs full year? Is there a checking account that we can spread it throughout the year? How can we have access to money throughout the school year vs at times only when the $$ comes in

Summary/Timing of CSPC supported programs:

* Academic Contests (UofW Math Contest): May
* Athletic Dev’t: throughout the year
* Book Challenge: February
* Classroom Materials: December/ May
* Colour Keys: October
* Confirmation: May
* Curriculum Night: June
* First Communion: May
* French Resources: anytime
* Grad: June
* Halloween: October
* JK Welcome: June
* Library Resources: throughout the year
* Musical Instruments Repair: October
* Musical Instruments Purchase: March
* Discretionary: throughout the year
* Robotics: May
* Scientists in the School: monthly
* Technology: June
* Teacher Resources:
	+ Recommendation to include guidelines to teachers that they do not spend CSPC funds on schools supplies bc parents are already taking care of those via the master list ;
	+ ACTION: Ms. Martin to inform teachers on the recommended approach.

**Budget Recommendations for 15/16:**

Confirmation:

Should we be continuing to commit to supporting an event outside the church? At present, the teachers and the church do not know the approach to confirmation this year. This a cohort year so we have grade 7’s and grade 8’s thus double the amount of participants. Increase the amount to $1000 from $650.

Curriculum night: stet to year ago

First Communion: same approach to Confirmation

French Resources: double the amount from year ago $1000

Graduation: stet to last year

JK Welcome: stet to last year

Library Resources: $1000 stet to last year

Music: stet to last year

Discretionary Fund: last year, Ms. Martin used $5k ($1200

over last year’s budget); increase to $5k

Scientists in the School: keep it at reco’d $3680 (29 teachers supported)

**Ms. Martin’s Update/Asks for Funds for 2015-16**

* admin is unaware of what is happening in many components of the playground and confirmation/communion
* Developmental assets: food revolution, house system, play days - $2k
* Library assets: we are under-indexing in the non-fiction category - $2k
* Colour keys – ask for $1k
* Technology (Ipads): $3k
* Scooter/bike rack: $3k
* Total ask: $11k

Question from Deborah: Do we have enough computers in the school? Ms. Martin responded that we are good for laptops. Ideal state would be to have more ipads in the classroom but there is not an ask for that for this year.

**Fundraising**:

Fundraising has committed to $30k NET for 15/16 based on 3 events (out all night, October event, spring carnival)

Other NET revenue forecasts: $12k

* Pizza: $5k
* bake sale: $2k
* book challenge: $3k
* cash in bank: $2k

Greg to adjust the budget based on tonight’s discussion for presentation at next CSPC meeting 10/7/15.