



SHS Lunch Program Meeting

October 18, 2019

Attendees: Mike Fuellbrandt, Pam Alexander, Krista Hemmett, Tannis Ziprick, Daisy Russell, Stacey Kinoshita

Regrets: Kathy Holmes

- Call to Order 5:30 PM
- Krista motioned to accept the minutes from the last meeting on Sept 12. Stacey seconded the motion.

- Coordinator report
 - Going well, around 90 have not paid, a couple NSF's, 3 refunded for third child
 - NSF fees will not be collected, will accept if offered from parents
 - Need more staff, one or two full time, and a few casuals - Stacey knows someone she will hire as a casual that used to work for the program
 - 14 full and 4 casuals, currently (one full time may be resigning at end of November)
 - E-memo will be sent requesting full time and casual employees
 - Stacey will get Uris students list from Sandy to help supervisors determine who those students are

- Treasurer Report – next meeting
 - Daisy will look into monthly bank fees
 - Payroll options discussed and we will continue with Quick Books Online

- New Business
 - Budget created (see attached)
 - Pam motioned to pass the budget, Tannis seconded the motion
 - Tannis will let Daisy know if there are any photocopy costs for the program. Sept 2019 was \$7.98
 - Stacey will manage purchasing supplemental food to be stored in office for forgotten lunches
 - Next meeting we will discuss increase in wages. Minimum wage increased in October and staff are asking
 - Krista motioned to accept the audit, Tannis seconded the motion

- Future Meeting dates: Jan 14, Apr 21

Meeting adjourned @ 7:30 pm

Springfield Heights Lunch Program

Budget 2019-2020

First Aid Training (\$90/person)	\$540
Wages	\$64,000
Remittances	\$1,900
Bank Fees	\$550
Supplies for Program Administration	\$450
Photocopy Budget	\$200
Auditor Report	\$250
Lunch Monitor Training/Recognition	\$400
Staff Appreciation Event	\$400
Divisional Professional Development	\$1,140
Workers Compensation Board	\$250
Replacement of Recess Equipment	\$500
Supplementary Lunches	\$200
Holiday Bonus	\$540
Walkie Talkies	\$500
Quick Books	\$840
TOTAL	\$72,660

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