

Dreams Gymnastics Parent Association
October 7, 2024 Meeting Minutes
Fargos Capilano

Prep Work

1. None

Meeting Objectives

1. Appoint newest board member
2. Discuss and decide on Regular Agenda Items
3. Fundraising update
4. Events Update

Agenda

1. Call to order and attendance
 - a. Called to order at 6:04
 - b. Attendees: Laurel, Roseanna, Cathy, Lindsey, Sarah, Candice, Shandra
2. Items to be added to Agenda
 - a.
3. Approval of Agenda
 - a. Motion: Cathy
 - b. Second: Sarah
4. Discussion of Financials from September Meeting - Lindsey
Cash positive: \$12K; \$1600 owed to Wilhawk, \$3K in accounts held for athletes, \$8000 operational
5. Appointment of Board Members
 - a. Nomination and Election of Secretary Role (Candice) - Laurel
 - i. Motion: Cathy
 - ii. Second: Shandra
6. Ongoing work
 - a. Regular Agenda Items
 - i. Monday.com or Band Questions
Monday.com: event and fundraising management
 - ii. Bank Account - Lindsey
 1. Transfer from Scotiabank to Servus Credit Union

Transfer required as a community spirit account applies to our type of non-profit work. Bank account usage fees are high for the current account (40-80 transactions/month = disproportionate % of fees based on current operating costs).

Servus Credit Union allows 33 transactions per month, including e-transfers, additional fees are less than Scotiabank per transaction.

Servus Community Plan account for approval.

- Motion: Candice
- Second: Cathy

2. Opening of Community Plan Account (Servus)
 - Motion: Roseanne
 - Second: Cathy
3. Remove “Two to sign” requirement, authorize “One to sign”

Discussed risks of moving from two to sign to one to sign, meaning only one authorized individual to draw money. Multiple individuals can view account activity; however, only one to sign. All monetary withdrawals require board approval.

Consider amending bylaws that any purchase over \$100 requires board approval.

By-law review required for November (add to agenda).

 - Motion: Sarah
 - Second: Shandra
4. Authorized signatories be Laurel Cleall and Lindsey Lester
 - Motion: Candice
 - Second: Cathy
5. Enable Online Banking
 - Motion: Roseanne
 - Second: Cathy
6. Debit Card Issued
 - Motion: Cathy
 - Second: Candice
- iii. T Shirt Order

Order to be submitted Oct 8 by Laurel. Outstanding orders collected.

To be ordered - extra shirts: men’s size 2x S/M/L/XL, women’s size 2x M/L.

Lindsey to follow up on outstanding payments.
- iv. Reimbursement Form Reminder
DGPA website
- b. Kick Off for Fundraisers/Events - Shandra

Lots of handouts, a couple sign-ups/day. Good opportunity to educate parents about our organization, avoid having Carrie/Dreams staff having to answer on our behalf.

SUGgested to run the same sign up format in 2 years at next suit sizing.

For next year, run membership drive at suit/gear swap in place of suit sizing event.
- c. Ongoing Fundraising
 - i. Beef Jerky - Sarah

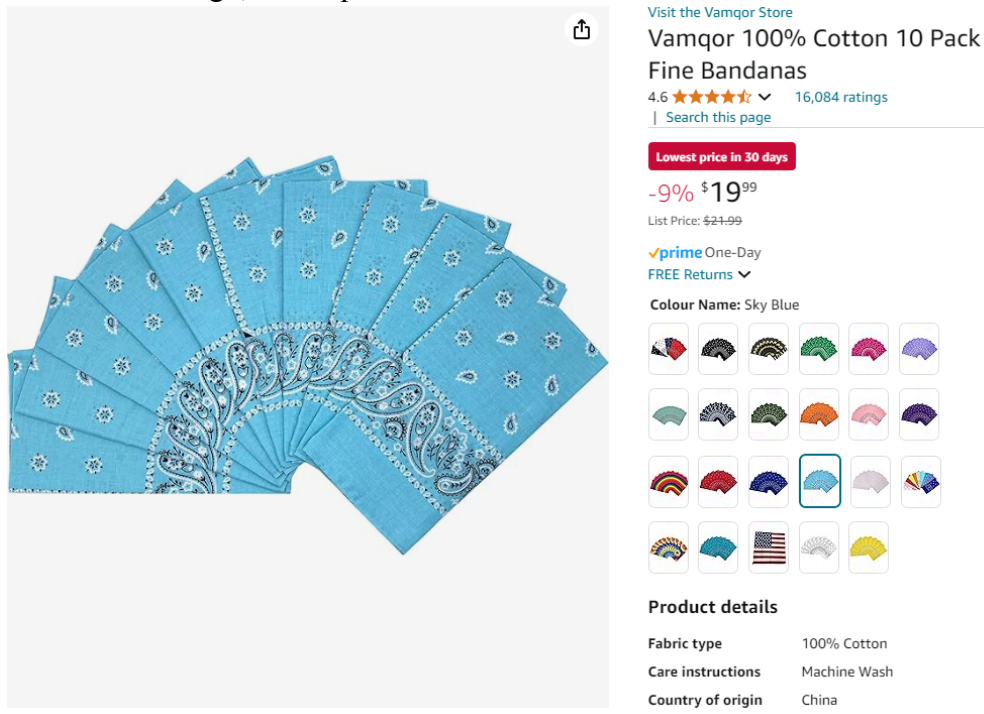
Pickup scheduled Oct 10 at 3 PM - Sarah and Danielle to pickup order.

Jessica to block off parking spots for Wilhauk delivery/pickup.

Payment of \$4000 already processed. Outstanding balance to be payed Oct. 7.

Discussion about confusion over Wilhauk’s promotional offer, \$2150 profit, average sales \$520. Some communication issues on Wilhauk’s end were a slight cause for concern. Consider working with Leduc location going forward to avoid some of the communication issues and follow through. Orders expected to be pre-sorted by Wilhauk for ease of distribution. Board considers this a successful fundraiser.

- Sarah to email all individual orders to confirm pickup.
- ii. Oil Kings - Laurel
- Additional dates were offered for chuck-a-puck; however, not enough interest. Laurel to communicate on Band that we cannot participate for Oct 12/14 dates.
 - Table Sales - Cathy:
Sobeys Belmont Oct 26/27
Emerald Hills Canadian Tire Nov 2/3
Sobeys Belmont Nov 9
Emerald Hills Canadian Tire Nov 16/17
Sobeys Belmont Nov 30
Considered Dec/Jan dates, however decided December is too busy of a time.
Sarah suggested table sales at the Christmas market.
Laurel discussed table sales kit to be assembled. Monday.com assignments are available for review/sign-up. Need a good bin to contain everything.
Belmont was cash-only, be sure to confirm whether that is still the case.
Working with Kids Up Front so that individuals can donate the sale of Oil Kings vouchers to deserving child.
Laurel suggested printed table runners for table sales for increased brand recognition. Laurel to share Amazon listing of runners with board.
 - Western Theme Night: Nov 22
 - Suggested to purchase 20 bandanas from Amazon. Laurel to complete order.
 - Cricut for logo, Jen to provide



- New Years Day: Jan 1
Laurel suggested purchasing dollar store 2025 gear.
- d. Upcoming Fundraising

- i. Haunted House Concession (Profit to Social Acct.) - Laurel
 - Determine assignments in Monday.com (2 workers req.)

Lindsey, Roseanne, Jen to run the concession. Lindsey to create menu, quantities and shop and/or enlist shopper. Lindsey to review current stock at Dreams. Ring pops, drinks might not need stocking, chips likely required, mini Halloween cupcakes or sugar cookies?

1 - 1.5 hrs for setup. 1 hr teardown.
- ii. Christmas Trees - Laurel

Recommendation is to maintain the increase of 50% from last year, no more. 2024/2025 retail price is agreed upon.

Laurel will schedule a call-a-thon to last year's orders, distribute a list and a common date will be determined for each board member to do their portion of the calls Nov. 2/3.

Edmonton/ShPark \$10 delivery, outside \$15

Christmas Tree Cost 2024/2025

Size	Qty Ordered	Wholesale Price	23/24 Retail Price	Gross Potential Profit	24/25 Retail Price	Gross Potential Profit
5-6'	10	\$40.00	\$60.00	\$200.00	\$65.00	\$250.00
6-7'	18	\$50.00	\$70.00	\$360.00	\$75.00	\$450.00
7-8'	75	\$55.00	\$75.00	\$1,500.00	\$85.00	\$2,250.00
8-9'	25	\$60.00	\$100.00	\$1,000.00	\$100.00	\$1,000.00
9-10'	20	\$75.00	\$125.00	\$1,000.00	\$150.00	\$1,500.00
10-11'	5	\$140.00	\$200.00	\$300.00	\$200.00	\$300.00
				\$4,360.00		\$5,750.00

- iii.
- iv. Christmas Market - Laurel

Laurel booked 55+ club 14 hours, \$630 for both days' rental. Sat Nov 30/Sun Dec 1, 9 am - 3 pm, tear down and vacated by 4 pm Dec 1.

Preferred vendors do both days, possible to do a single day.

Setup at 9 am. Market 10-3.

Larger tables (6 ft) at back require take down, everything else (4x4) can be covered between days.

One hour for take down both days.

Craft table run by athletes was suggested.

Tree order confirmation will be setup inside the front entrance, beside the market.

Suggestion to have firepit, cooked hotdog/sausage, cider/hot chocolate sales outside.

Santa required for market. Board was asked if anyone has any contacts. Board to ask their network, research...

Photo booth/grinch request needs to be made of Manon. Laurel to provide Cathy with contact info and list of requirements to make a request to Manon. Terms of compensation to open for discussion.

 - Determine assignments in Monday.com - Laurel
 - Table Pricing: \$60 for both days
 - No. of Vendors: 11 minimum to cover venue rental cost.

- v. Door Hangers - Laurel
Laurel's client requires door hanger delivery (\$.23 or \$.24 per delivery) We will need to deliver Feb/March 2025. Athletes can deliver to raise funds, vs. selling items.
- e. Current Events
 - i. None
- f. Upcoming Events
 - i. Athlete Pumpkin Carving: 22 delivered Oct. 19 for carving 20-26.
Jen to pick up/deliver. Currently, \$3.97 Walmart/Superstore.
 - Determine assignments in Monday.com (pickup/delivery)
 - Find best pricing
 - ii. Christmas Party - Dec 14
Roses - Shandra to manage as official rose concierge
Concession - Lindsey to act as official concessionaire
Laurel/Lindsey to take inventory of supplies by mid Oct.
Consider requesting children's pizza order ahead of time (preorder).
Shandra to brainstorm Christmas party ideas to be discussed at next meeting.
 - iii. Buns, Bodysuits & Bevvys - Jan 11 (evening, 7-9?)
 - Determine assignments in Monday.com
 - Hair supplies bag update (incl. price breakdown) - Shandra
 Procuring most items from Temu, DGPA cost \$18.54ish if some items were on sale. With bun form and wax stick, \$24.87. Decision was made not to make two different options for hair/bun bags. Bag with all items was agreed upon at a cost of \$40.
 Bodysuit exchange: seller to set their own price. Items should not have to be manned. Jen to create tags with the seller's name, price. Payment required on-site (cash/square - pay back to seller afterwards). Items displayed by size. Cathy will provide a rack
 Cost/ticket to attend covers the cost of one drink, open gym, attendance at event. 1 coach for every 10 kids, \$16.50 to \$26.50/hr for coach.
 Jen to look into liquor pricing - 50 people in attendance as an estimate (2 drinks pp), all drinks single serve.
 Cost \$5 for DGPA members (1 adult and 1 child), \$10 for non-members. \$5 for additional child.
 Ensure waiver has been signed. RSVP will require full names of all children in attendance so Sarah can confirm waiver completion.
 Shandra to provide an order deadline for supplies, preferably before Christmas.
 Bag assembly party to take place over Christmas break?
 Lindsey to provide spreadsheet of bag costs with info from Shandra.
 Team to research bag options for hair bag.

7. Information Only

Reports (2-3 minute time limit)

Meeting done at: 7:51 PM

Next regular meeting: November 5, 2024 at 6pm, Capilano Starbucks