

**Play Structure Meeting
Minutes
April 13, 2016**

Committee Members: Mrs. T. Johnston Chairperson
Mrs. L. Daniels Secretary
Mr. D. Fullerton Treasurer
Mr. Cuypers
Mrs. Kohler
Mrs. Mudge
Mrs. Sadr
Mr. Sellors
Mrs. Turabian
Apologies: Ms Crawford
Absent: Mrs. Sleeva Child Care Representative

1. The committee discussed the draft of the letter to potential corporate sponsors. Suggestions were made. Mrs. Johnston indicated she would send the revised draft out after the weekend.
2. The list of Headingley businesses was reviewed and committee members assisted with addition and revisions.
3. The corporate donation category was revised at this meeting:
 - a. **Friends of Phoenix School** \$100.00 - \$499.00
 - b. **Bronze** \$500.00 - \$999.00
 - c. **Silver** \$1,000.00 - \$4,999.00
 - d. **Gold** \$5,000.00 - \$9,999.00
 - e. **Platinum** \$10,000.00 and up
4. There was a discussion of increasing the final amount for fundraising as the exchange rate on the Canadian dollar will now be a factor. The committee estimated that the value would potentially increase to \$95,000.00.
5. Mrs. Turabian presented the draft of the fundraising thermometer. Mr. Fullerton will provide the actual amounts raised by different activities for the completion of this thermometer.
 - a. The Fundraising Thermometer will be on display at the front of the school at the main entrance.
6. Responsibilities generated at the meeting:

Person Responsible	Activity
Mrs. Johnston ----- April 18, 2016	Revision of the Draft letter to Headingley businesses Mrs. Johnston will scan in her signature on the final letter.
Mrs. Johnston ----- April 18, 2016	Revision of the list of Headingley businesses
Mrs. Johnston ----- April 18, 2016	Revision of the levels of sponsorship
Mrs. Daniels	Printing of the revised letter to Headingley businesses on school letterhead
Phoenix School (Mrs. Daniels)	Provision of envelopes to accompany the letters
Mr. Fullerton	Labels for the envelopes
Mrs. Mudge Mrs. Daniels will send the finished products home with Jaylene.	Assembling the letters and envelopes
Mrs. Kohler	Gift cards or actual tangible donations. These will be compiled into a basket (s) for a silent auction at the Parent Council Barbecue in September.
Mr. Cuypers	Donate a boulder for the corporate sponsor's plaques
Mrs. Turabian	Complete the Fundraising Thermometer
Mr. Fullerton	Will give the donation amounts to Mrs. Turabian in order for her to complete the Fundraising Thermometer
Mrs. Daniels	Put all the Play Structure Minutes on the school website
Mrs. Daniels	Email head of Maintenance to ascertain how much notice the division requires to remove the old play structure