



Margaret Manson Home & School Association Executive Meeting Agenda

Wednesday, September 5, 2018 at 7pm

Location: Renee's Home

Attendance: Renee Aspiotis, Marlene Sayegh, Erin Gillman-Dawe, Brigitte Legault, Nathalie Marrotte (regrets)

1. Welcome

2. Approval of Agenda

3. Approval of Minutes from May 8, 2018

https://drive.google.com/file/d/1pwe0xloEaLqrxWjCOBEq_ZSpSjF-D06R/view?usp=sharing

4. Business Arising from Minutes - none

5. Reports

5.1. Chairpersons (Renee on behalf of Stephanie and Rosie)

- 2017-18 Presidents Report to QFHSA - pending

5.2. Treasurer (Renee)

a) Financials Master File -e-vote on August 27, 2018 (8 approved, 0 abstentions, 0 disapproved)
<https://drive.google.com/file/d/1mWS236jo42ChBuovMZU7zWO2jiYOX6YY/view?usp=sharing>

b) Year End Financial Report to QFHSA 2017-18 -e-vote on August 27, 2018 (8 approved, 0 abstentions, 0 disapproved)
<https://drive.google.com/file/d/1ERIZzSNTnM4AoKCqGYSzIW3aQUNrYJDa/view?usp=sharing>

c) Update: Banking Information

5.3. Membership (Renee on behalf of Nathalie)

<http://www.qfhsa.org/forms.htm>

5.4. Publicity (Marlene, Erin)

6. Updates

6.1. First H&S Meeting + Elections (Marlene/Renee)- scheduled September 17, time TBD

- date and time, publicity and forms

6.2. Approved Fundraisers

- | | |
|------------------------------|--|
| a) Fundraiser Lunches (Erin) | d) Mabels Labels (Marlene) |
| b) Bake Sales (Renee) | e) QSP (Marlene) |
| c) Fundscrip (Marlene) | f) Recette En Pots http://recettesenpot.com |

6.3. Inventory (Renee)



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7. Approved Events

- 7.1. **Welcome Back Event** (Julie-Ann)
- 7.2. **Halloween Bingo** (Renee)
- 7.3. **Year End BBQ**

8. Other topics (pending time)

- 8.1. **Spirit Wear**
- 8.2. **Families Helping Families** (Julie-Ann)
- 8.3. **Holiday Fair**
- 8.4. **Year End BBQ**

9. Adjournment : Next H&S Meeting: 1st Meeting + Elections Monday September 17th, 2018, Time: TBD



Home & School September 5th, 2018 Meeting

7:00 pm – 8:00 pm

Attendees: Renee Aspiotis, Marlene Sayegh, Erin Gillman-Dawe, Brigitte Legault.

1. **Welcome**

2. **Approval of Agenda**

- Motion by: Renée
- Seconded by: Brigitte
- All in favor

3. **Approval of Minutes from May 8th, 2018**

- Motion by: Marlene
- Seconded by: Renée
- All in favor

4. **Business Arising from Minutes**

- None

5. **Reports**

5.1. **Chairpersons**

- Last year's summary not received from previous chairperson(s) – See details in Year End Financial Report.

5.2. **Treasurer (Renée)**

a) **See Financials Master File**

- Renee presented master file of financials
- 3 outstanding commitments noted
 - \$36 QFHSA cheque not cleared - will be contacted
 - 2 bounced cheques from BBQ and a June Pizza Lunch amounting to \$49 with fees included - will be contacted
- Master file to be uploaded onto drive for next year's executive



b) See Year End Financial Report

- Renee submitted year-end financial report to QFHSA in August
- As of July 31st, we had a net positive balance of \$14,806.03
- Startup costs for September were estimated to be \$2260; note: QFHSA fees are due Sept 30th
- 2017-19 Major Fundraising Objective for Mobile technology for the school was met (\$10,000).

c) Update: Banking Information

- Rosie, Stephanie, Kapila, Alex (TBC) to be removed from account. Marlene and new members (total of 4) to be assigned to account – Official letter required.
- Community (not-for-profit) Plans researched from TD Bank (original), BMO, RBC, CIBC, Tangerine, Scotia and National (all banks close to school)
- Criteria for selection:
 - 1) Must be a chequing account
 - 2) low/reduced monthly fees (monthly plan fee, transaction fees, items deposit fees and Cash deposit fees among others)
 - 3) Opportunity to have fees rebated when maintaining minimum daily balances
- the best option researched was TD Bank's Community Plan Plus, the bank we had last year
- \$4.95 monthly plan fee
- includes 30 transactions per month (\$1.25 per additional activity)
- includes 30 deposit items per month (\$0.22 per additional activity)
- includes \$5000 cash deposits (\$2.50 charge per \$1000)
- fee rebate with a balance of \$10,000
- Motion to keep TD Bank's Community Plan Plus account:
Motioned by: Renee Seconded: Marlene All in Favor

5.3. Membership

- Important QFHSA Due Dates:
- Membership fees + Executive List - Sept 30
- Membership Campaign - goal: 10% of school population - beginning in Sept
- Membership List - Oct 15



- send at least 1 voting delegate to the AGM of QFHSA to represent our Association
- NEW:** As of Dec 1, 2018, delinquent associations will not be included on the QFHSA insurance policy renewal
- Consult QFHSA website for forms: <http://www.qfhsa.org/forms.htm>

5.4. **Publicity** (Marlene/Erin)

- Curriculum Night
 - o Flyers for positions
 - o QSP Flyers
 - o H&S Membership Form
 - o Mabel's Labels
- Website / Facebook page
 - o Past executives names to be removed
 - o Parents' names who no longer have children attending the school should no longer have access to FB page

6. **Updates**

6.1. **First H&S Meetings + Elections**

- Send position descriptions with meeting agenda
- Request for nominations by Friday Sept. 14th (prior to meeting)

6.2. **Approved Fundraisers**

a) **Fundraiser Lunches**

- i. First fundraiser lunch on Friday, September 28th, 2018
- ii. Subway (Erin)
 - Options:
 - o 6" sandwich only 3.22\$ taxes included
 - o 6" sandwich trio with cookie for 3.91\$ taxes included
 - o 6" sandwich trio with chips for 4.31\$ taxes included
 - o 6" sandwich trio with Buddy Fruit for 3.80\$ plus taxes
 - All orders must be submitted one week prior to the Fundraiser Lunch date
 - Payable by cheque or gift card
- iii. Three (3) collections per year
 1. September, October and November 2018
 2. December 2018 plus January, February and March 2019
 3. April, May and June 2019 (two fundraiser lunches in June)



b) Bake Sales

- 1st fundraiser scheduled on Sept 6 (Curriculum Night) on Sept 6 from 6:15 - 9pm (set up at 6 pm)
- will include a baked goods table, a regular coffee table and espresso bar and an information booth
- items to be sold at ~\$1 to \$2 each
- Marlene to provide membership forms, information on positions for election, QSP and Mabels
- fortunate to have Tim Hortons Riocan (on Jean Yves) to donate 100 small coffees, cups and lids to school
- bakers have been solicited and have uploaded their contributions onto our H&S Google Drive
- 3 student volunteers along with 2-3 adult volunteers will help with set up, sales and clean up
- Potential opportunity for Bake Sales throughout the year include:
- September**
 - Curriculum Night
 - Welcome Back Event- in co-ordination with "Welcome Back" Committee
- October**
 - Halloween Bingo - in co-ordination with Bingo committee
- November**
 - 1st Parent Teacher Interviews + Book Fair
- December**
 - Holiday Fair - in co-ordination with Holiday Fair Committee
 - Holiday Concerts Jr and Senior
- January**
 - Open House - **not usually a fundraiser **- must align with Principal
- February**
 - February Event - in coordination with February Event committee
 - 2nd Parent Teacher Interviews
- March**



- Variety Show
- **May**
 - WWOB
 - Book Fair and Spring Concert
- **June**
 - K Orientation ??? check dates - align with Principal - usually not a fundraiser
 - Year End BBQ

c) Fundscript

- Fundscript now charging shipping fees and can only be paid via eTransfer.
- Possibility of running a mass campaign and/or purchasing Subway gift cards to pay for fundraiser lunches.

d) Mabel's Labels

- Combined mailing (mabel's Labels and QSP)

e) QSP

- One purchase over the summer
- Reminders in Nov-Dec for Christmas and just before summer

f) Recettes en Pot

- Approved by Governing Board
- To take place end of November - beginning of December - exact date to be determined by newly elected executive

6.3. Inventory (Renée) – Tabled



7. Approved Events

7.1. Welcome Back Event (Julie-Ann)

- Sept. 21st, 2018
- No rain days, plan for indoors but will be outdoors weather permitting.
- Sub-committee meeting Sunday, Sept. 9th, 2018 at 7:15PM at Tim Hortons.

7.2. Halloween Bingo (Renée)

- Renee to order tickets
- Tentative date: Oct. 16th, 2018 (Note: originally mentioned Oct 26th as venue date but might be difficult to get volunteers as that is the Friday before Halloween)

7.1. Year End BBQ -this item moved to 8.4

8. Other Topics (pending time)

8.1. Spirit Wear

- Some tuques and bottles still available – To be sold at Curriculum Night

8.2. Families Helping Families (Julie-Ann)

- Toonies for Turkeys
- Needs to be approved at 1st or 2nd H&S meeting

8.3. Holiday Fair

- Not approved by Governing Board yet
- To be presented at first meeting for pre-approval to present to Governing Board
- Option: To not do Bingo Night in order to have a bigger Holiday Fair

8.4. Year End BBQ

- Not approved by Governing Board yet
- To be presented at first meeting for pre-approval to present to Governing Board

9. Adjournment

- Next H&S Meeting:** 1st Meeting + Elections to take place Monday, Sept 17th, 2018 at 6:30PM
- Adjournment:** 11:00PM