

1. Welcome / Attendance

Christine Ward, Stephanie Herault, Kim McFadden, Nadia Iacino, Marlene Sayegh, Renee Aspiotis, Marlene, Nathalie Zobyan, Melanie D'Antoni, Brigitte Legault, Rosetta De Luca, Kim Poirier, Anna Tecce.

2. Approval of agenda

a. Add to agenda:

- a) New business item 7.4 Approval of AGM Executive Election Meeting Minutes held on June 10th

b. Motion to approve agenda: Marlene

c. Seconded by Christine

3. Approval of Meeting Minutes held on May 13

a. Motioned by Kim

b. Seconded by Marlene

4. Principal and Teachers Reports

a. Info Items

- a) School Climate Survey – priorities for next year
b) Looking forward to hearing findings of cycle 3 McGill University Research Project
c) Fire Drill – May 31st – well done
d) Welcome to new maintenance manager – Carla Sfairy
e) Great visit from artist in Ks
f) Fundraising priorities for next year in order of priority – voted on by teaching staff:
1. New stage
2. Permanent curtain that can be hidden away and setup easily and safely
3. 21st Century Library – not at the expense of books

b. Thank Yous

a) Home and School & Volunteers

1. For ongoing lunch fundraisers
2. K Orientation
3. For ALL you do!

b) Kirkland Police

1. For bike safety visits (cycle 2)

c) Grad Committee

1. Working hard to prepare a memorable grad

d) Staff

1. For helping us put our best foot forward during the Ministry visit – very proud
2. A fantastic, out of this world Volunteer Tea (namely Heidi, Louise, Christina and Annette)

- e) All staff involved in K Orientation
 - 1. Namely France, Heidi and Annette for making it a great success
- f) School Climate Team
 - 1. For all the hard work to prepare and present findings and future directions
- g) Deep Learning Team
 - 1. For guiding us all and modelling Deep Learning for us
- h) Mme Cadieux
 - 1. For keeping us afloat in daycare and lunch
- i) Mme Couto and Staff
 - 1. For laying the groundwork and preparations for next year
- j) Miss Poirier
 - 1. Track and field
- k) Miss D
 - 1. For Battle of the Books – congrats on participation as well as author visit

5. Executive Reports

5.1 Chairperson

- a) 2018-2019 MMHSA President's Activity Report to QFHSA (Annex A)
 - 1. To be submitted to QFHSA after BBQ
- b) See drive for corrected version

5.2 Treasurer

- c) Update financials 2018-2019
 - 1. 2018-2019 MMHSA Financial Report to QFHSA – to be submitted to QFHSA after BBQ
 - 2. 13000\$ before all commitments (3500\$)
 - 3. We need to make 2k at BBQ to reach 10k goal and have 2k to start off next year
 - 4. Kim P - The committee needs to meet to discuss the playground equipment that will be ordered. Ped days in June or in Aug. Renee to attend

6. Activity Updates (see Annex B - Monday, June 10th Activity Reports)

6.1 Year End BBQ

- a) Presales: 2628\$ collected so far
- b) Ice cream truck may be cancelled due to rain
- c) Call out for more volunteers

6.2 Fundraiser Lunches

- d) Is going up by 0.10\$ in Sept. (3.50\$ + tax)
- e) Governing Board has approved up to 7\$
- f) Motion to raise Subway fundraiser lunch to 6.50\$ by Nadia
 - 1. Seconded by Marlene
- g) Possibility of second fundraiser lunch (pizza)
 - 1. Two more volunteers would be required

6.3 K-Orientation

7. New Business

7.1 Fundraising Objective(s) 2019-2020 – See principal report (1. new stage 2. Permanent curtain)

- a) Motion to raise 15k over 2 years for stage equipment– Nadia
- b) Seconded by Christine
- c) All in favor – unanimous

7.2 Fundraiser and Event Coordinator Positions 2019-2020

- a) Fundraiser Lunches – Kim and Anna (once a month Subway)
 1. Potential pizza team (once a month) – Send email out to community for volunteers
- b) Bake Sales – 5-7 times a year - Christine
- c) Mabels Labels
 1. We are currently using Mabels Labels but Oliver Labels could be another option
- d) Welcome Back (Sept) – Planning must take place in the summer – Melanie & Nathalie
- e) Halloween Bingo – Vicky Makris (new mom next year)
- f) Holiday Event – Vicky Makris (volunteered)
 1. Should be late November
 2. Possibly in Spring
- g) Other activities (see Event Fundraiser Ideas – Annex C)
 - Families Helping Families, BBQ 2020, Staff Appreciation Week, Holiday Breakfast, etc.
 - Should any of these activities interest you, please reach out to us at mmhomeandschool@gmail.com

7.3 Fundraisers 2019-2020 – Tabled to next meeting

- Examples: Spirit Wear, Chocolates, Recipes in a Jar, Fun Run, etc.
- See attached list of fundraiser ideas (Annex C)

7.4

Approve AGM Executive Election Minutes held on June 10th

- Motioned by Marlene
- Seconded by Nathalie

8. Adjournment

- Motioned by Melanie
- Seconded by Brigitte

ANNEX A



Margaret Manson Home and School Association President's Activity Report to QFHSA for 2018-19



2018-19 was an active year for Margaret Manson Home and School Association. In addition to supporting various school related activities throughout the year, we also ran 3 events and 6 different fundraisers. A list of all the activities along with comments are provided below chronologically. Our fundraising objective was to raise \$10,000 to help fund outdoor play yard equipment for Margaret Manson Elementary, set over a 1 year period (2018-2019). The objective was achieved in June of 2019.

SEPTEMBER

Elections - held at first meeting of the year

Bake Sale - Curriculum Night

- offered baked goods, waters, coffee and espresso; profited ~\$125

Welcome Back Event

- offered pizza, chips and drinks as advance purchases; additional chips, drinks, baked goods and TCBY (grads) onsite
- free activities for kids: button making, tattoos, line dancing, karate demo
- raffled off MMES water bottles with gift certificates inside
- profited \$840

Campaign #1 Sub Lunch Fundraiser - Sept-Oct-Nov

- offered 6" sub lunch + choice of drink + cookie , 1x per month for \$6.00 per order (\$2.09 profit) with Subway Coliseum
- participation rate = 54% of school - similar to pizza lunch last year (50% rate)

Apples for Terry Fox Run- purchased apples for entire school as a healthy snack after run

OCTOBER

Membership

- 44 memberships submitted

Halloween Bingo Night

- sold out Halloween Bingo costume party
- offered samosas, beverages, coffee, chips for purchase on trolleys, a bake sale table and TCBY (Grads)
- over 180 bingo prizes awarded
- additional fun contests/games: best boy/girl costume, guess the candy in the candy jar, guess the weight of the pumpkin, Pick the Nose of Frankenstein and a Monster Raffle with prizes ranging from \$50 - \$300
- \$2330 raised in total (\$1540 last year)
- limitations : location in gym too small (max accommodation is 225)

Pumpkins - purchased for each class for decorating

QSP and Mabels Labels - yearlong magazine and clothing label fundraisers launched

NOVEMBER

Bake Sale - Parent Teacher Interviews - Term 1

- baked goods and coffee offered for 2 days; generated \$570 in profits

Recettes En Pot Fundraiser

- offered recipes in a jar for second year; sales provided jobs to local artisans operating in the social economy and school received one serving of soup with every sale - donated to On Rock
- 50% profit margins
- \$1439 total raised mainly through online ordering

- NOTES: simple fundraiser if run online; however, online site for ordering still problematic this year; similar profits noted to last year even though fundraiser was moved to run before the Holidays

DECEMBER

Families Helping Families

- annual charitable campaign collected 27 boxes of food for On Rock, 100 toys and gifts for Children's Hospital and enough cash donations to purchase 30 turkeys

Holiday Week

- hosted continental style holiday breakfast for entire school including staff...even Santa visited!
- provided candy canes for children for Comfy Cozy Reading

Campaign #2 Sub Lunch Fundraiser -Dec-Jan-Feb-Mar - participation rate ~ 56%

JANUARY

Open House

- provided volunteer support along with baked goods and beverages for Open House

FEBRUARY

Bake Sale - Parent Teacher Interview - Term 2

- baked goods and coffee offered; generated \$380 in profit

APRIL

Campaign #3 Sub Lunch Fundraiser -Apr-May-Jun (x2)

- participation rate = 51%
- 2 fundraiser lunches offered in June to compensate for no cafeteria services
- all 3 campaigns raised ~\$3200 for entire year

Staff Appreciation Week

- organized weeklong celebration for all staff in the theme of Paris which included: Espresso and Patisserie bar, multiple breakfasts, a luncheon, Yoga + hydration station, Spirit Day + Love Locks activity with the children, wine and raffle gifts
- Perfect Potluck was an excellent way to sign up for volunteer and food donations

JUNE

2019-2020 AGM (Elections) - held in June; Google Form used for nominations; recommendation to hold AGM in May to allow for new executive to transition in June and to allow executive time to meet with GB and pass any pressing resolutions in June

K Orientation - offered volunteer services and membership information; supplemented a snack table for adults and kids

Freezies for Power Hour - provided to entire school

Year End BBQ

- hosted a BBQ for MMES families and staff; offered catered hamburgers, hotdogs, sausages, drinks, popcorn and ice cream truck onsite!
- kids activities: air-brush tattoos, face painting, slime and pin button making & kids prize zone (NEW)
- raffle for adults with prizes ranging from \$20-\$200
- raised ~\$1900 (profits)
- NOTES: catering/food truck helped offset volunteers numbers required at grilling and desert stations; food trucks however were noted to be very expensive and needed to be carefully planned and budgeted; recommendation to use a sign up sheet for volunteer support and track volunteers

submitted by R. Asplotis - Co-Chair MMHSA 2018-19

ANNEX B



MARGARET MANSON HOME & SCHOOL ASSOCIATION ACTIVITY REPORTS MONDAY JUNE 10, 2019



6. UPDATES

6.1. Year End BBQ

Lead: Christine Subcommittee: Elizabeth, Renee, Nadia, Tina, Erin, Marlene, Julie-Ann

PRESALES

- 303 people attending (144 adults, 159 kids, 93 families)
- \$2185 collected so far
- combos offered: 1 BBQ main + 1 popcorn + 1 drink
 - BBQ main included choice of either 2 hotdogs, 1 burger (ham/veg/cheese) or 1 Italian sausage w/ roasted red peppers

ONSITE

- available for purchase onsite:
 - **Food:** BBQ items (limited quantities), popcorn, drinks, ice cream from Pickerels
 - **Kids Activities:** air-brush tattoos (Sea of Glitter), face painting (Doodlebug), slime (Mad Science), pin buttons (Éduc-Action) & kids prize zone (Spin-the-Wheel, Plinko)
 - **Sizzlin' BBQ Raffle** for adults with prizes ranging from \$20-\$200; pricing: 1 ticket for \$3, 2 for \$5, or 10 for \$10.

CALLOUTS: volunteers are still needed to help make this event happen

6.2. Sub Fundraiser Lunches - Campaign #3

- Friday, June 7th; 146 participants (54% of school)
- Friday, June 14th - next and last lunch of school year
- on track to make ~\$3200 for 2018-2019
- **NEW! pricing from Subways for 2019-2020 : \$3.50 + taxes (\$0.10 increase)**
- pizza vendors and prices still to be researched
- both sub and pizza lunch have been pre-approved by GB, including:
 - pricing: \$6-7 per meal
 - 2 collections per year with option to pay all upfront in Sept
 - pending Chartwells approval, vendor pricing and volunteer availability
- special thanks to Kim McFadden and Anna Tecce for their dedication and help throughout the year; Erin Gillman-Dawe and Nathalie Marotte for helping scout and negotiate vendors and prices back in August of 2018

6.3. K-Orientation

- volunteers: Nadia Iacino and Renee Aspiotis
- helped supplement a snack and drink table
- gave a presentation about H&S to new K parents
- overall: parents very pleased with orientation and school; some eager to join H&S

ANNEX C

Food Fundraisers

1. **Domino's Pizza or equivalent** - see flyer - as part of fundraiser lunch
2. **Le Duperie - Ice cream** - see flyer
3. **Cookie Dough** - <http://www.doughtodough.com/> -
QSP: <https://funds.qsp.ca/gourmet-cookie-dough/>
4. **Chocolates** - Laura Secord or Nestle or La Montagne
<https://www.lamontagne.ca/en/> <https://www.worldsfinest.ca/fundraising/>
5. **Epicure** - <https://melissalim.epicure.com/en-ca/catalogue>
6. **Oranges** -

Other Product Fundraiser Ideas

1. **Bosapin** - Christmas Tree and Wreath Fundraiser
- <https://www.bosapin.com/>
2. **Spirit Wear** - see flyers- through Hannah promotions or equivalent
3. **Vessey's Bulbs or Make it Sow - Seed Fundraiser**
- see booklet for Vesseys or <https://www.makeitsow.com/index.php>
4. **Disaster Plaster** - Boxes of adhesive bandages - <https://schoolfundraising.ca/dp-campaign-overview/>
5. **School Days - Memory Books** - see flyer
6. **Eco friendly detergent** - <http://www.purebio.net/index.php/en/fundraiser>
7. **Socks Fundraiser** - see flyer

Event Fundraiser Ideas

1. **My Fun Run** - foam run or colour run - can be additionally tied to a cause (ie cancer, splitting funds with another school etc..)
2. **Comedy Night** - see flyer
3. **Art Gala Night** -with wine and cheese; parents buy their children's art work
4. **School Yard Garage Sale**
5. **Magic Show** - see flyer
6. **Paint Night** - <https://www.yaymaker.com/private-events/fundraisers>
7. **Used Gift Card** - Taking residual gift cards with small amounts and consolidating them onto one card. Example if you get Chapter's gift cards with \$2.49 and another with \$10.53 you can combine them \$13.02. Might be useful for covering expense for SAW or food for event for example.