

# MARGARET MANSON HOME & SCHOOL ASSOCIATION

## MINUTES

Monday, September 9, 2019

(Minuted by: Melanie D'Antoni)

1. Opening Remarks @ 6:15pm
  - 1.1 Welcome & Attendance  
Attendees: Renee Aspiotis, Erin Gillman-Daute, Marlene Sayegh, Laura Greiss, Jessica Rossi, Nadia Iacino, Kim McFadden, Alessandra Morello, Cynthia Casulo, Stephanie Herault, Nathalie Zobyhan, Vicky Makris, Melanie D'Antoni, Dimitra Papapanagiota, Jennifer Heyligen
  - 1.2 Membership forms
2. Approval of agenda
  - Add 7.4 Updates
  - Moted by Nathalie, seconded by Marlene
3. Approval of minutes - June 10th, 2019
  - Moted by Nadia, seconded by Kim
4. Introduction of executives and members
  - Round table introductions
5. Executive Elections 2019-2020
  - 5.1 Executive positions immediately available for 2019-2020  
Positions were explained in detail by Renee
    - a. Co-Chairpersons (2 people) - Laura Greiss & Renee Aspiotis (Cynthia Casullo as shadow) - Moted by Erin, seconded by Dimitra
    - b. Publicity (1-2 people) - Jennifer Heyligen & Alessandra Morello - Moted by Kim, seconded by Cynthia
6. Teacher and Principal Reports
  - See attached report
  - Administration needs 3 working days to process any H&S requests, especially by email.
7. Chair's Report (Renee)
  - 7.1 What is Home and School and what do we do? - Described in detail by Renee & Marlene
  - 7.2 Date and Time of meetings - 1 time per month - Renee will meet with Mme Herault to set the dates and will then send them out to H&S members
  - 7.3 Brief summary of activities from 2018-2019 - see President's Activity Report to QFHSA

#### 7.4 Updates

- Subway Fundraiser Lunches have started
- Mabel's Labels is underway (online)
- Membership is being collected currently
- Back to School Pizza Party - New activities (Champs, Pound Fitness, Sheltoons, Stax, DJ, Tattoos)
- Thank you to BBQ organizers & Volunteers & Raffle Prizes  
BBQ THANK YOU to all that attended and supported our Year End BBQ! - Over 400 people in attendance, it was our biggest BBQ yet!  
A sincere thank you to our donors for the generous raffle prizes and to our vendors for making this event a success! Traiteur Piccola Gioia Catering Inc for the BBQ, Doodlebug Face Painting, Sea of Glitter tattoos, Sheltoons for pin buttons, Mad Science (Services of Educ-Action) for the slime, and Pickerel's Mobile Ice Cream! Parent and student volunteers for all their hard work, from the first planning meeting in March, to the last hot dog served, undoubtedly your efforts made this BBQ a huge and memorable success and we thank you!

#### 8. Treasurer's Report & Update (Nathalie) - See Year End Financial Report to QFHSA

- 2018-2019 Objective - \$10,000 towards outdoor play-yard equipment (see attached)
  - End of year BBQ brought us over our objective
  - \$10,000 Going to school for outdoor playground equipment (waiting on P/O)
- 2019-2021 Objective (2 yrs) - \$15,000 towards stage equipment

#### 9. Planned/Proposed Activities & Co-ordinator Position for 2019-2020

-See attached table

##### 9.1 New Ideas/Requests

##### a. Events

- i. Back to School Pizza Party
- ii. Halloween Bingo - Motion to set aside \$800 for this event - Motioned by Dimitra, seconded by Marlene
- iii. Holiday Party - Dec - Not going to run a Holiday Event - Maybe a Jan/Feb Event
- iv. SAW - tabled to next meeting
- v. Year End BBQ - Vicky & Christine co-ordinators

##### b. Fundraisers - results from 2018-2019 membership survey attached

- i. Subway Lunches - Kim & Anna
- ii. Bake Sales - Christine
- iii. Mabels Labels - Marlene & Vicky
- iv. Families Helping Families - Vicky & Kim - Motioned by Jessica & Jennifer
- v. Spirit Wear
  - Motion to run Spirit wear - Motioned by Kim & seconded by Jessica

- Motion to run Spirit Wear as a fundraiser, up to \$4 per item (depending on the cost of the item) - Motioned by Kim, seconded by Nathalie
- Motion for profits from Spirit Wear to go towards either the H&S objective or towards increasing spirit in the school (to align with the principal) - Motioned by Jessica & seconded by Nathalie

c. School Support

- i. Apples & Pumpkins - Motioned 1 apple per student up to \$150 - Motioned by Erin & seconded by Kim  
Motion to approve pumpkins similar to last year - Motioned by Kim & seconded by Jennifer
- ii. Holiday Week - tabled to next meeting
- iii. Open House - tabled to next meeting
- iv. K Orientation - tabled to next meeting
- v. Freezies/Watermelon - tabled to next meeting

10. Correspondence

- QFHSA - Executive Workshop - Oct 1
- Fall Conference Nov 9
- Information will be sent out by email

11. Adjournment

- Date and Time of Next Meeting TBD
- Motion to adjourn by Erin & seconded by Marlene @ 8:08pm

## **APPENDIX**

### 7.3 Brief summary of activities from 2018-2019 - MMHSA President's Activity Report to QFHSA for 2018-2019

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 Colisee
- 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. Aspiotis - Co-Chair MMHSA 2018-19**

## 8. Treasurer's Report & Update

### MARGARET MANSON ELEMENTARY HOME & SCHOOL ASSOCIATION YEAR END FINANCIAL REPORT 2018 - 19

ACTIVITY	REVENUES	EXPENSES	NET
BANK BALANCE ON AUG 31ST 2018			14,799.03 \$
2017-2019 MAJOR FUNDRAISING OBJECTIVE			(10,552.91) \$
<b>EVENTS</b>			
Welcome Back	1,408.00 \$	570.26 \$	837.74 \$
Movie Night (cancelled)		25.00 \$	(25.00) \$
Year End BBQ	3,743.13 \$	1,835.48 \$	1,907.65 \$
Bingo Night	2,807.75 \$	476.96 \$	2,330.79 \$
<b>EVENTS TOTALS:</b>	<b>7,958.88 \$</b>	<b>2,907.70 \$</b>	<b>5,051.18 \$</b>
<b>FUNDRAISERS</b>			
Bake Sales	1,103.25 \$	21.22 \$	1,082.03 \$
Subway lunches	9,563.25 \$	6,299.19 \$	3,264.06 \$
Mabel's Labels	215.34 \$		215.34 \$
QSP	26.39 \$		26.39 \$
Recettes En Pots	1,439.00 \$		1,439.00 \$
<b>FUNDRAISERS TOTALS:</b>	<b>12,347.23 \$</b>	<b>6,320.41 \$</b>	<b>6,026.82 \$</b>
<b>SUPPORT ACTIVITIES</b>			
Staff Appreciation Week		386.27 \$	(386.27) \$
Holiday Week		468.21 \$	(468.21) \$
Apples for Terry Fox Run / Pumpkins		135.00 \$	(135.00) \$
Carnival & Power Hour (Watermelon & Freezies)		57.43 \$	(57.43) \$
Kindergarten Orientation		61.32 \$	(61.32) \$
Families helping families	835.00 \$	833.68 \$	1.32 \$
<b>SUPPORT ACTIVITIES TOTALS:</b>	<b>835.00 \$</b>	<b>1,941.91 \$</b>	<b>(1,106.91) \$</b>
<b>OTHER EXPENSES</b>			
Bank Fees	86.46 \$	276.65 \$	(190.19) \$
QFHSA (44 members x \$18)	792.00 \$	792.00 \$	- \$
QFHSA (admin. fee)		50.00 \$	(50.00) \$
Misc	117.00 \$	179.78 \$	(62.78) \$
<b>OTHER EXPENSES TOTALS:</b>	<b>995.46 \$</b>	<b>1,298.43 \$</b>	<b>(302.97) \$</b>
<b>BANK BALANCE ON JUNE 30, 2019</b>			<b>13,914.24 \$</b>
COMMITMENTS	REVENUES	EXPENSES	NET
<b>CHEQUES AWAITING TO BE CLEARED</b>			
<b>ALLOCATED FUNDS FOR 2019-20</b>			
Estimated Starting Costs for Sept - mid Oct 2019-20:			
QFHSA Fees		50.00 \$	
Bank Fees Aug/Sept		10.00 \$	
Allocated funds for Welcome Back Event in Sept		1,500.00 \$	
Safety Cushion		500.00 \$	
2018-2019 Major Fundraising Objective: New Outdoor Play-Yard Equipment		10,000.00 \$	
<b>COMMITMENTS TOTALS:</b>	<b>- \$</b>	<b>12,060.00 \$</b>	
<b>CARRY FORWARD BALANCE FOR 2019 - 2020 SCHOOL YEAR</b>			<b>1,854.24 \$</b>