



Home & School May 4th, 2020 Meeting Minutes

7:00 pm – 8:00 pm

ATTENDEES: Renee Aspiotis Kim MacFadden, Jennifer Heyligen, Nathalie Zobyan, Cynthia Casullo, Alessandra Morello, Marlene Sayegh, Laura Greiss, Brigitte Legault

1. Adoption of Agenda

- ❖ Approved unanimously

2. Fundraiser Updates

a. Sub Lunches – Campaign #2

- All fundraiser lunches are cancelled for the remainder of the year
- Action: Kim to refund all fundraiser lunches via cheques
 - We currently have sufficient cheques, envelopes and stamps will be purchased
 - H&S to cover the excess transaction fees plus stamps and envelopes (some envelopes are available in the closet but may not be accessible).

b. Holiday Trees & Wreaths

- First cheque for 279.08\$ – wrong amount (Ontario shipment omitted)
- Second cheque received for correct amount of 364.50\$

c. Sensory Path – Cancelled

- Too many demands in the contract we sent.
- 202\$ original amount + 150\$ approx. in credits to be returned
- Action: Melanie and Nathalie to ensure receipt of credit in a timely manner

d. Mabels Labels

- Flyers in H&S cubby – were supposed to be included in the take home package in June or with the supply list
- Flyers can be added as pdf in an email
- Advertisement can also be posted over the summer on FB
- 46.29\$ raised as of Feb.2020. Mabels Labels issues cheques once minimum amount of 50\$ is reached

3. Event Updates

a. Winter Party update – Feb 21

- Huge success, many praises from parents
- DJ offered better deal for a future events
- Limit of 250 people due to space in the cafeteria
 - A greater number of people could be accommodated in the future



b. SAW Update – Cancelled

- Country Western theme, led by Jessica, should take place next year
- Some items have been returned, the wine is being kept for next year
- Action: Nathalie to contact 3 people who donated food for trail mix. Will be donated to a local food bank if not wanted.

c. BBQ – Cancelled

- Nothing was done or purchased
- Action: Nathalie to remove \$ amount in financials

4. School Support

a. K-Orientation, Carnival/Power Hour – Cancelled

- Action: Nathalie to remove \$200 amount in financials

5. Other Topics

a. AGM – (Elections) – set date either June or August/September

- Support offered by the QFHSA to run election through Zoom
- All H&S' Associations can use the QFHSA account
- Start advertising now, many executives/members are departing
 - Advertise what H&S is and positions, review positions
 - Action: Renee will bring out last year's package for review and make appropriate amendments.
- Use a phased approach, see what names are coming in and go from there, get a feel from the community. Aim for end of June for elections and re-assess as required
- Survey population and answer questions.
- Current Deadline for elections, membership, etc., Sept 30 and Oct 30th to get in various forms to them (publicity and co-positions not necessary)

b. Planning for 2020-2021 (usually started in March-April)

- Planned/Proposed Activities (see Annex A)
 - Review with members, staff and principal due to approval required by GB
- Bring to Governing Board for approval:
 - Fundraiser lunches – preferable to get it approved now even though they may not happen
 - Set up a contract with the company – May not run or may start late
 - Chartwells also offers Fundraiser Lunches
 - JP at Subway has been very flexible
 - Two campaigns versus 3 for the year is easier to manage
 - Pricing cap – 6.50\$ per meal is the maximum that parents will be charged



- Mabels Labels runs itself but has to be brought up to GB and requires approval.
 - Get “Labels” only approved in case a different provider is chosen
- Families Helping Families – Maybe a charity drive, format may be different
- SAW - maybe find other forms besides food? Could be just a day, etc. Maybe find ways to show appreciation without having volunteers on site.
- Welcome Back Event to take place in the fall
- Halloween Bingo –Would not be run as a fundraiser but as a give back. Would require an approval now because committee is required and details would need to be submitted to GB in September 2020
- Only one give back event (most likely)
- Get everything approved until December in case it can happen (2 GB meetings remaining this year)
- Action: Discussion with Mme Herault regarding difficulty to continue fundraising when the goal for playground equipment (2018-2019) has yet to be spent
 - There have been multiple meetings with lawyers, city permits, property lines, demarcation, etc. Will get lines painted.
- Stage equipment – Renee needs to talk to Kim with regards to pricing (15K two year objective)
- Get everything approved until December in case it can happen (2 GB meetings remaining this year on May 27th and June 10th)
- c. MMHSA Constitution/By-Laws – Tabled**
 - We currently no by-laws – Required according to the QFHSA to deal with difficult situations. QFHSA has a template available.
 - Sub-committee required
 - Action: Renee to forward it to the executives to review
- d. Migrating Online – online payment solutions – Tabled**
 - Fundraiser lunches, we have to set up an online solution
 - Not for profit account has a lot of restrictions, ask QFHSA if we can switch to a business account
 - Should reach out to other H&S's to compare what they are doing
 - QFHSA Think Tank on FB – Very helpful – Anyone can join and ask questions
 - Action: Renee to talk to Nadia (service providers, websites)
 - Action: research how we get online, work with the bank first (Kim)



e. Housekeeping – Closet

- Pops, juices and water in the closet – Will expire, explode and packaging will rot
- Two options:
 1. Donate to staff
 2. Store in Chartwells fridge, but would still expire
- Option 1 agreed upon by executives.
 - Action: Renee to ask Mme Couto to retrieve stock from closet
 - Unused stock to be disposed of by staff before summer

6. Treasurer's Report – see Nathalie's email

- BBQ cancelled - To be reset to 0\$ in Financials Statement
- Winter Dance to be adjusted
- Fundraiser lunches – Amount to be updated with refund from cancellation of lunches
- SAW, Carnival, Power Hour reset to zero in Financials Statement
- Bank fees will go up
- Remove Newton gift
- Starting cost for 2020-21 remain the same
- Balance approximately 2000\$ above our objective for the year

7. New Proposal

- **COVID19 Support – support school with needed face shields and tissues for May-June with funds left over in account (review, discussion and vote)**
 - Inquiries have been made to H&S regarding the possibility of providing extra protective equipment to the school and kids during May-June period
 - Suggestions from Mme Haurault and/or Mme Couto:: 3-D printed Visors (supplier in LaSalle qty 50 @ 7\$ a unit, lead time one week), Tissues (one small box per child - 48\$ for 4 dozens), Hand Sanitizer, No-Touch Thermometers (qty 4), one box of kid size masks
 - Adult masks are not include as they should be provided by the government
 - Action: Renee to send out an email to the community suggesting the allocation of 500\$ (originally allocated for SAW) for protective and safety equipment of their choosing. Also add note to suggest that if people have extra equipment to donate
 - ❖ Approved unanimously by executives

8. QFHSA – AGM May 30th (Saturday 1000 to 1200) Zoom Meetings; seminars (mailed)

- Training for Zoom meetings offered by QFHSA



9. Adjournment – date and time of next meeting: June 3 (by Zoom?)

- Mme Herault not available on June 3rd
- Action: Renee to suggest new date
- Adjournment at 10:40pm.

Upcoming Meeting Dates:

Home & School

TBD

Governing Board

Wednesday, May 27th

Wednesday, June 10th

10. Topics for next meeting:

- MMHSA Constitution – By-Laws; migrating online – online payment solutions; approvals for next year.



ANNEX A

PLANNED/PROPOSED ACTIVITIES + CO-ORDINATOR POSITIONS FOR 2019-2020

APPROVALS							
EVENTS	DATES	H&S	GB	Budget	Budget Approval	Status	Coordinators / Comments
1 Back to School Pizza Party	Sept 20	May 13	May 21	\$1500	May 13	completed	Melanie D'Antoni & Nathalie Zobyan
2 Halloween Bingo	Oct 25	May 13	May 21	\$800	Sept 9	completed	Vicky Makris / Elizabeth Ouellette
3 Winter Party	Feb 21	Nov 18	Nov 27	\$1500	Dec 11	completed	Cynthia Casullo / Laura Greiss
4 SAW	Mar 16-20	May 13	Oct 16	\$500	Oct 7	cancelled	Jessica Rossi
5 Year End BBQ	June	May 13	need	\$2000	Oct 7	cancelled	Christine Ward; Vicky Makris
APPROVALS							
FUNDRAISERS	DATES	H&S	GB	Budget	Budget Approval	Status	Coordinators / Comments
1 Subway Lunches	1x per month; 11 lunches	May 13	May 21	\$90	Nov 18	ongoing	Kim McFadden & Anna Tecce - reimbursements
2 Bake Sales	multiple	May 13	May 21	\$50	Oct 7	completed	Christine Ward; PT interview March 12
3 Mabels Labels	all year	May 13	May 21	\$0	Oct 7	ongoing	Vicky Makris , Marlene Sayegh
4 Families Helping Families	Nov 27-Dec 15	Sept 9	Oct 16	\$50	Oct 7	completed	Kim McFaden/Laura Greiss
5 Spirit Wear	Nov 21/22 spirit wear; sensory path done by June	Sept 9	Sept 17	\$0	Oct 7	sensory path cancelled	Melanie D'Antoni and Nathalie Zobyan - MMHSA to be reimbursed
6 Cookie Dough	Nov 4 - 26, Delivery 16	Oct 7	Oct 16	\$0	Oct 7	completed	Laura Greiss
7 Holiday Trees & Wreaths	Nov 11-Dec 11	Oct 7	Oct 16	\$0	Oct 7	completed	Neige Var with Cynthia Casullo
APPROVALS							
SCHOOL SUPPORT	DATES	H&S	GB	Budget	Budget Approval	Status	Coordinators / Comments
1 Apples	Oct 15	Sept 9	n/a	\$150	Oct 7	completed	Melanie D'Antoni
2 Holiday Week -breakfast w/ Santa -candy canes -set-up/take-down tree	week of Dec 16 Breakfast on 18th	Oct 7	Oct 16	\$650	Oct 7	completed	Elizabeth Ouellette, Vicky Makris
3 Open House	Jan 30	Oct 7	n/a	\$50	Oct 7	completed	Christine Ward
4 K Orientation	Jun	Oct 7	n/a	\$75	Oct 7	cancelled	Christine Ward bakers + 1 speaker + 2 volunteers
5 Carnival/Power Hr - Frenzies/W.Melon etc	Jun	Oct 7	n/a	\$200	Oct 7	cancelled	need coordinator