



Margaret Manson Home & School Association

MMHSA Executive Meeting Minutes

Wednesday, October 07th, 2020 – Online via Zoom

Executive Members in Attendance:

- Cynthia Casullo Chair
- Brigitte Legault Secretary
- Kim McFadden Co-Treasurer (and Chair Shadow)
- Nathalie Zobyán Co-Treasurer
- Alessandra Morello Co-Publicity and Membership Chair
- Lana Elsaleh Co-Publicity

Topics of Discussion and Review

1. Schedule upcoming H&S meeting dates and agenda

- Governing Board Meetings - Oct. 21, Nov.18, Dec. 16, Jan 20, Feb 17, March skip, April 21, May 19 & June 9
- MMES H&S Meeting Dates:
 - Wednesday, Oct.14 at 7pm (Mme Lariviere is available)
 - Nov. 11th at 7pm
 - Dec.2nd at 7pm
 - Jan.6th at 7pm
 - Feb. 3 at pm
 - March – to be determined
 - April 7th
 - May 5th
 - June – to be determined

2. Chair to update members on discussion with Mme Larivière, Acting Principal

a) Subway lunch emails

- Email verification with school and recommendation form QFHSA (see email). We need to email the six families that have replied but have yet to deposit their cheque.
- The 17 families that did not respond were cross-referenced with Mme Larivière's list which included additional names (one possible issue) - Cynthia forwarded list to Kim
- H&S will reach out to people who haven't cashed in their cheque



- QFHSA recommendation: if people were really in need they would've reached out – the money can be considered a donation to the school

➤ **Action:** To be brought up and voted on at next meeting

- Money will have to be held onto for 6 months in the event that people cash their cheques

b) H&S Support for Halloween +Xmas

- Request for small pumpkins for K4, K5 and grade1.
- Mme Larivière to return with requests other grades.
- Halloween committee to meet this week and give us an update

➤ **Action:** Motion for funds to purchase pumpkins and prizes for kids at next H&S meeting

c) Correspondence

- Chair to correspond with principal

d) Welcome Back gifts for teachers

- Jessica sent out Note with welcome back raffle. Everyone very pleased.

3. Review of both Gmail accounts and assign additional person

- Two Gmail accounts:
 - mmhomeandschool@gmail.com (Cynthia and Kim)
 - General contact email for all
 - Used to contact members and/or for ERM correspondence
 - Receives Facebook notifications
 - Receives Messenger notifications
 - Add Brigitte
 - Margaretmansonhsa@gmail.com
 - Presently Cynthia and Kim have access
 - Linked to Google Drive
 - Only used by executives
 - Dates for meeting or surveys would come from that email
 - Leave as is – all in agreement

4. Executive workshops QFHSA attendance

- Attendance is highly recommended
- Oct. 19 is for presidents
- Oct. 20 is for treasurers – Lana to join for Nathalie and Kim. Register in order to receive information kit
- Oct.21 is for Membership
- FB page ThinkTank
 - Highly recommended
 - For all Executives to exchange information



5. Revision of Executive Roles as per the QFHSA (see attachment)

- Confirm transfer of Mabel's Labels (Marlene to Brigitte)
- Confirm transfer of Publicity (Marlene to Alessandra)
- Chair to hold separate meetings with Treasurers, Publicity/Membership

Publicity

Keep FB page up to date

Make sure QFHSA information is reviewed and forwarded

Monitor school website (MMES Newsletter) and the Facebook

MARGARET_MANSON page and the MARGARET_MANSON unofficial page as well as our home and school page on Facebook

Need to post accordingly and keep up to date on events and reminders

Is our H&S page public (check with other schools) and see if we should set up a question to accept parents.

Membership

- **Action:** Create recruitment piece and package for the spring to review and put in welcome packages in September.
- **Action:** Another membership call to be sent out. Not everyone has access to eTransfer, they can reach out to H&S for another form of payment. Send out email or post on FB what a membership entails and where the money goes. Present in point form.

A new Executive list has been sent to the QFHSA

6. Up-to-date financials

- Subway cheques redeemed
- One cheque issued out for stamps.
- 11 people have paid for membership so far
- Balance: \$25,274.92
- Money set aside for pumpkins and apples
- Partial payout for new stage. Last year 10k goal reached. New stage should be taken up after the previous year's goal (outdoor equipment). 5k commitment is a question mark for this year.
- Kim has spoken to the bank regarding the signatures. Executives can set up appointments individually.
- Bank will look into the \$1.50 fee to view cheques, we could be reimbursed.

7. Discuss Google Docs and uploading/working from Drive

- Efficient and easy to access
- Executives will have specific access to appropriate folders
- Up-to-date financials (to be available one week before the meeting)
- Meeting minutes will be uploaded and modifications made in Drive.



8. Additional comments and future topics

- Call out for Covid friendly fundraising ideas (e.g. Fundscrip, QSP, etc.)
 - The focus should be more on giving back this year
 - Pay it Forward – about 80 countries around the world participate in this. Many schools are part of it. Have children learn what it mean and have MMES participate. Good community spirit. Idea: tree in the entrance – have the students or classrooms fill the tree with acts of kindness. Principal will present it to the teachers this week.
 - Idea: Donation auction before Xmas (as give back or fundraiser)
- Create a fundraising coordinator role
- This is a year to execute and show what the fundraising is for
- Outdoor play yard - Update from Nathalie - who is taking care of the vendor
 - Is H&S paying directly for school providing us with receipt for PO?
 - Last year there has been a discussion with Stephanie that the ministry and or the Board of Education would match the dollars. They would also possibly ask for additional funds like a grant.
 - For any sub-committee, which decisions can be made by the sub-com and which have to be brought back to executives?
 - Who's signing the contract? The execs can vote.

9. Adjournment: 0845pm