



QMS Parents' Association

Minutes of Meeting

December 7, 2020, 8:30 am

Online Zoom Meeting

PA Executive:

Chair: Sherra Collett
Vice Chair: Rachel Munro
Treasurer: Kevin Westwick
Secretary: Laura Hagen
Community Welfare: Kirsty Grant
Past Chair: Alana Smith

QMS Staff: Hayley Picard, Director of Marketing & Communications
Heather Bartfai, Manager of Alumni & Community Relations

Called to Order at 8:32am

Welcome and Introductions

Sherra introduced herself and the QMS PA Executive.

Approval of the Minutes from November 2, 2020

Motion moved by Alana Smith, seconded by Kevin Westwick

Reports

Chair: Sherra commented on how the wreaths and poinsettia fundraiser was so extremely successful. She is grateful to the QMS community for really stepping up their support. She gave a huge thank you to Heather Bartfai for all of her hard work, and to all of the PA executive who helped hand out the items.

Vice Chair: Nothing to report

Secretary: Nothing to report

Treasurer: Kevin had nothing new to report but was happy to hear the fundraiser was so successful. He wondered if we should look into E-transfer as meeting to sign cheques right now is more difficult.

Community Welfare: Kirsty updated us letting us know that things were quieter for her. She wondered if we should be writing Christmas cards as staff have been going the extra mile this year





with the pandemic. Alana suggested perhaps an email blast to the community and Kirsty also thought maybe a video thank you also might be a good thing to consider.

Rachel also thought perhaps we could do a video for the community to highlight executive positions for the transition for next year. It would give people time to consider the roles should they want to join the PA. We could consider a January/February launch.

For Discussion and Updates

Raffle Update: Alana said despite a few glitches with the senior school she got back 94% of the tickets sent out for sale. We made \$5889.00 with a net of \$5508.00 after printing. We did sponsor the items though, so we don't have a final number. Still, it was a great event. Sherra thanked Alana for all of her hard work running the fundraiser. It was successful having the Senior School involved although Kirsty mentioned an email to parents letting them know about the tickets would have been beneficial.

Poinsettias and Wreaths: The fundraiser also added OOMA preserves and that was an excellent add on. We sold just under \$7,000 but net of \$2,300 after costs. It was a higher amount sold than in previous years. Rachel wanted to add a huge thank you to Sherra as she did so much work.

We discussed not meeting in January as there was not any upcoming business. Alana said that you can skip a month. Alana made a motion to skip the January meeting.

Motion moved by Rachel Munro, seconded by Kevin Westwick.

Meeting Adjourned at 8:54am

Next Meeting: **Monday, February 1, 2021 at 8:30am** via Zoom



QMS PAC
Balance Sheet
As of January 19, 2021

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	28,242.99
Gaming	12,707.51
ISCU Membership Shares	5.72
Restricted Funds	0.00
Total Cash and Cash Equivalent	\$ 40,956.22
Total Current Assets	\$ 40,956.22
Total Assets	\$ 40,956.22
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$ 0.00
Total Current Liabilities	\$ 0.00
Total Liabilities	\$ 0.00
Equity	
Opening Net Assets	29,224.06
Profit for the year	11,732.16
Total Equity	\$ 40,956.22
Total Liabilities and Equity	\$ 40,956.22

Profit and Loss
September 1, 2020 - January 19, 2021

	Total
INCOME	
Fundraising (net)	
Bazaar	
Bazaar Raffle	5,501.16
Poinsettias and Wreaths	2,889.84
Total Bazaar	\$ 8,391.00
Thrifty's Smile Card	50.00
Unicycler	-15.00
Total Fundraising (net)	\$ 8,426.00
Gaming Grant	6,900.00
Interest	0.12
Total Income	\$ 15,326.12
GROSS PROFIT	\$ 15,326.12
EXPENSES	
Bank fees	1.00
QMS Wish List	3,592.96
Total Expenses	\$ 3,593.96
PROFIT	\$ 11,732.16