



QMS Parents' Association

Minutes of AGM Meeting

November 2, 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
Kim Ludvigson, Executive Assistant to the Head of School

PA Members: Anna Hilberry
Rhiannon Kemmler

Called to Order at 8:31am

Welcome and Introductions

Sherra introduced herself and the QMS PA Executive, Staff and all those present online also introduced themselves.

Approval of the Minutes from October 5, 2020

Motion moved by Alana Smith, seconded by Kevin Westwick

Reports

Chair: The QMS PA was able to fund 2 large and 2 small Marquee tents. The large tents will be able to facilitate outside events and the smaller tents will be used right now to keep students dry as they go through the scanner in the morning as well as at pick up. This year the PA will not have a specific wish list. But instead will be funding specific asks from the school. Sherra also updated everyone on the Unicycler. At this point it has been handed back to the school. We may take it back in the future but that decision will be made later. Alana took over the huge job of organizing payments to parents. We have paid out roughly \$3,300. Thank you very much Alana!

Vice Chair: Nothing to report

Secretary: Nothing to report





Treasurer: Kevin thanked Alana and Sherra for stepping up to the task of the Unicycler payments. He also updated that the Gaming Grant that was applied for previously granted the PA \$6,900.

Community Welfare: Kirsty updated us letting us know that she has written a few additional cards to QMS families. The suggestion that cards written to the new German gap students would be a nice welcome from the QMS PA.

For Discussion and Updates

Alana gave a Raffle update. She has the tickets in her possession and they were ready to go out to classrooms later that week.

Wreaths and Poinsettias are on tight order time frame. Poinsettias numbers need to be submitted to Dinters by November 8th so forms need to be to the school by November 6th. Cairn Park supplies the wreaths. They will be included on the same order form.

Kirsty asked if the senior school kids will get raffle tickets and it was confirmed that they would be made available to day senior students. An email will go out about the order forms as well as paper copies of the form.

Meeting Adjourned at 8:49am

Next Meeting: **Monday, December 7, 2020 at 8:30am** via Zoom



QMS PAC
Balance Sheet
As of December 3, 2020

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	31,569.99
Gaming	12,707.51
ISCU Membership Shares	5.60
Restricted Funds	0.00
Total Cash and Cash Equivalent	\$ 44,283.10
Total Current Assets	\$ 44,283.10
Total Assets	\$ 44,283.10
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	15,059.04
Total Equity	\$ 44,283.10
Total Liabilities and Equity	\$ 44,283.10

Profit and Loss
September 1 - December 3, 2020

	Total
INCOME	
Fundraising (net)	
Bazaar	
Bazaar Raffle	5,501.16
Poinsettias and Wreaths	6,216.84
Total Bazaar	\$ 11,718.00
Thrifty's Smile Card	35.00
Total Fundraising (net)	\$ 11,753.00
Gaming Grant	6,900.00
Total Income	\$ 18,653.00
GROSS PROFIT	\$ 18,653.00
EXPENSES	
Bank fees	1.00
QMS Wish List	3,592.96
Total Expenses	\$ 3,593.96
PROFIT	\$ 15,059.04