



**QMS Parents' Association
AGM Minutes
September 12, 2017**

PA Executive:

Kirsty Grant – Chair
Alana Smith – Vice Chair
Kevin Westwick – Treasurer
Tammy Gurski – Secretary
Karen McAllister – Community Welfare

QMS Staff:

Wilma Jamieson – Head of School
Heather Bartfai – Administrative Assistant, Development & Alumni Relations Office
Hayley Picard – Communications Manager
Rebecca McKay – Director of Admissions

PA Members:

Jennifer Pelton
Wendy Leach
Olivia Boudreau
Snow Dowd
Mindy Swamy
Shannon Goulet
Rachel Munro
Jennifer Shelley
Laura Hagen
Megumi Nishiura
Zahra Rasul

Board Of Directors

Mary Delury – Board of Governors Chair
Nancy Wilson – Parent Liaison for Board of Governor's

Kirsty Called to Order at 8:14am

Welcome and Introductions – Kirsty Grant led an informal welcome and introductions around the table for returning and new PAC members.

Attendance/Instruction & Affirmation of quorum present – Jennifer Pelton.

Motion moved by Alana Smith, seconded by Wendy Leach.

“To Approve the Minutes of September 13, 2016 AGM, as presented.”

Carried

1. Address from the Head of School, Wilma Jamieson – Wilma passed on a heartfelt thank you from QMS for the QMS PAC’s continued support, time and effort to the school’s fundraising needs. The school will have a wish list ready for the upcoming fundraising year to present at the October meeting
2. Hayley Picard, circulated a Volunteer Opportunity flyer including a form to register as a volunteer. To be handed out at the PAC wine and cheese. She requested feedback but is on a time crunch to have it available at the wine and cheese. Request to have font on registration form larger. Agreed to leave flyer as is as it is already too wordy. If anyone has questions about a specific area of interest they are encouraged to email their questions to the email that appears on the form (i.e., time involvement).
3. Mary Delury, Board of Governor’s Chair – Mary described the duties of the Board of Governors and invited all past and present parents, alumni and committee members to the Board of Governors AGM **November 15, 2017** at 6:00pm.

2. Reports

Chair: Kirsty Grant will be stepping down this term as she faces medical challenges. Looking for a new PAC chair to lead this strong team.

Vice Chair: Alana Smith – On the search for a Grade 5 rep for the second Grade 5 class. In the process of confirming a Kindergarten representative and will ask Jennifer Elliott to be the Senior School representative for PAC.

Treasurer’s Report: See Attached –Nice to see that we fulfilled the entire QMS Wish List.

Unicycler Report: Stephanie Gibbs and Andrea Weir – both absent – August sales for the Unicycler were **\$9105.00**. In search of a person to take over as Steph’s son will be graduating out of the school by 2019. Discuss with Laundry to take over cleaning. Steph writes well over 60 handwritten cheques a year. It is a big job. Alana to ask Steph if we will have Unicycler at School BBQ. There needs to be a discussion at a separate meeting about streamlining the Unicycler system.

Community Welfare: Karen McAllister – Karen explained her role and requested more help when it comes time for card writing. Big job.

3. PAC Fundraisers and Sponsored Events for 2016-17

Paint Nights – Nancy Wilson would like to add a paint night fundraiser to the schedule.

Thrifty's Cards – We will continue with this school year. Every child will receive two. It would be nice to hand these out at time of registration.

Family Fun Night – **October 27, 2017.**

Poinsettias and Wreaths – Tammy Gurski will take on this task again this year. We need to find someone to help her, so they can take over next year, preferably someone involved in the Christmas Bazaar.

Hanging Baskets – It would be nice to find someone else to take this on.

PA Wine & Cheese – **September 21, 2017.**

4. Monthly PAC Meetings for 2017-18

The next meeting will be **Monday, October 2** as meetings will change to the first Monday of each month. Meetings will be as follows October 2, November 6, December 4, January 8, February 5, March 5, April 9 (April 2 is a holiday), May 7 and June 4. PAC meets first Monday of every month, unless otherwise noted, Karin Quinn Hall, 8:10am.

5. Class Reps – 2017-18 Class Reps –

Class Rep List 2017-2018

Queen Margaret's School

Preschool - Tyler Vanderputten

Junior Kindergarten - Laura Hagen

Kindergarten - Menaka Giri and Megan Lowery

Grade 1 - Rachel Munro

Grade 2 - Heather Bartfai

Grade 3 - Mindy Swamy

Grade 4 - Ann Buttner-Danyliw and Cynthia fiddler

Grade 5 class 1 - Jennifer Pelton and Olivia Boudreau

Grade 5 class 2 - Jennifer Shelley

Grade 6 - Sarah Mellings

Grade 7 - Dawn Fox

7. Election of QMS PAC Executive for 2016/2017

Motion by Wendy Leach to Elect Jennifer Pelton as Election Chair, Alana Smith seconded.

Carried

By acclamation, the QMS Executive is as follows:

Co-Chair – Wendy Leach

Co-Chair – Alana Smith

Vice Chair – Rachel Munro

Secretary – Sherra Collett

Treasure – Kevin Westwick

Community Welfare – Karen McAllister

Motion by Wendy Leach to accept 2016-17 QMS Executive, seconded by Alana Smith.

Carried

Any other business...

- Christmas Bazaar Meeting 8:10am, **September 25** in Karin Quinn Hall.

6. Close Meeting – 8:43am adjourned

Next Meeting Tuesday, October 2, 2017 at 8:10am in Karin Quinn Hall.

GAMING

BEGINNING CASH Sept 1, 2016				4,750.03
	Deposits	Expenses	Net	
Gaming Grant	5,860.00		5,860.00	
Bazaar 50/50	414.50		414.50	
Main Bazaar Raffle	5,486.00	(793.86)	4,692.14	
Seniors donated for prizes	1,430.00	(1,430.00)	0.00	
Ooma donated for prize	250.00		250.00	
Interest			12.82	
Disb.-Follet Library SW+books			(1,628.29)	
Bank fees			(22.00)	
			Total Profit & Loss	
			9,579.17	
ENDING CASH Aug 31, 2017				14,329.20
Car raffle proceeds -avail. for	Library Software/Content	16,454.26		
	spent on library to date	(16,413.25)		
	available for library	<u>41.01</u>		
Remaining amount available, unrestricted				14,288.19

CHEQUING

BEGINNING CASH Sept 1, 2016				3,289.96
	Deposits	Expenses	Net	
<i>Fundraiser Events</i>				
Unicycler 2015/2016	11,570.00	(7,101.00)	4,469.00	
Unicycler 2016/17	3,845.00		3,845.00	
Thrifty's Smile Card (ongoing)	378.38		378.38	
Mabels Labels (ongoing)	60.54		60.54	
Oct Movie Night Fundraiser	809.00	(213.00)	596.00	
Christmas Bazaar (exclude gaming)	12,784.30	(1,330.96)	11,453.34	
Interest			14.15	
Paint Night	450	(275.73)	174.27	
Family Fun Night	1,160.40	(565.80)	594.60	
Bulb (Veseys) Fundraiser	1,585.00	(840.01)	744.99	
Hanging Baskets Fundraiser	2,650.00	(1,755.00)	895.00	
<i>Other Disbursements</i>				
Bank interest/charges			(43.93)	
Cards			(238.55)	
QMS - Projector and Scrim			(5,838.23)	
QMS - Wish List			(100.00)	
Book Awards			(604.49)	
Total Profit and Loss	35,292.62	(12,081.50)	16,400.07	
ENDING CASH Aug 31, 2017				19,690.03
Subsequent transactions			QMS 2016/2017 Wish List (16,038.00)	
			Total available cash, Sept 2017 <u>3,652.03</u>	