



**QMS Parents' Association
Minutes
December 4, 2017**

PA Executive:

Alana Smith	Co-Chair
Wendy Leach	Co-Chair
Rachel Munro	Vice-Chair
Kevin Westwick	Treasurer
Sherra Collett	Secretary
Karen McAllister	Community Welfare - Absent

QMS Staff:

Hayley Picard	Communications Manager
Heather Bartfai	Administrative Assistant, Development & Alumni Relations Office

PA Members:

Laura Hagen
Kirsty Grant

Board of Directors

Nancy Wilson	Parent Liaison for Board of Governors
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Called to Order at 8:10am

Motion moved by Hayley Picard, seconded by Sherra Collett.

"To Approve the Minutes of November 6th, 2017 as presented."

Carried

Reports:

Co-Chair: Alana – Nothing to report

Co-Chair: Wendy – Nothing to report

Vice Chair: Rachel – Nothing to report

Treasurer's Report: See Attached.

Secretary: Sherra – Nothing to Report

Unicycler: Steph Gibbs & Andrea Weir – Absent

Community Welfare: Karen McAllister – Nothing to report

Discussion/Updates:

- A. **Smile Cards** – November balance was approximately **\$358.50**. Class Reps to send out an email in January as a reminder.
- B. **Bazaar** – To be discussed later at thank you breakfast with Wilma.
- C. **Paint Night** – Nancy will once again lead this fundraiser. Supplies might be needed, Nancy will review. Date to be determined at January meeting.
- D. **Poinsettia & Wreath Sales** – All the extra poinsettias and wreaths were sold at the Bazaar.
- E. **Wilma's Wish List** – Wilma, Alana and Wendy to discuss in New Year.
- F. **Unicycler** – Wendy will meet with Andrea and Steph in 2018 to review procedure. Jennifer and Shelley are almost fully trained.
- G. **Banking/Cheque Signing** – Previous PA board members need to be removed and current PA executive need to be authorized. This will now be done at every AGM.
- H. **Class Rep Responsibilities** – Some class reps are asking for a sample email and information detailing protocol and procedure.
- I. **Jingle Bell Jog** – PA to serve hot chocolate. It was noted last year too much was made. Parents are encouraged to volunteer for this fun event.
- J. **Spring Family Fun Night** – Date is TBA. Additional parents will be needed to put on event as the fall night was very well attended.

Close Meeting – 8:30am adjourned

Next Meeting is the PAC AGM
January 8, 2018 at 8:10am
Karin Quinn Hall