



**PA Executive:**

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

**QMS Staff:**

Jenny McLeod	Director of Development & Alumni Relations
Hayley Picard	Communications Manager
Heather Bartfai	Administrative Assistant, Development & Alumni Relations Office

**Called to Order at 8:15am**

Motion moved by Hayley Picard, seconded by Alana Smith.

**"To Approve the Minutes of December 4, 2017 as presented."**

**Carried**

**Reports:**

**Co-Chair:** Alana – Nothing to report

**Co-Chair:** Wendy – Reported for Unicycler

**Vice Chair:** Rachel (Absent)

**Treasurer's Report:** Quick Books Online has been set-up. Logins have been created for executive members. Cheque signing authority is in the process of being updated. Retired PAC executives are being removed and replaced with current members. Kevin provided new financials from the new bookkeeping system, see attached. It is noted that financial reports can now be customized for the PA's needs.

**Secretary:** Sherra – Nothing to Report

**Unicycler:** Steph Gibbs & Andrea Weir (Absent)

**Community Welfare:** Karen McAllister – Nothing to report

**PA Fundraiser Updates:**

- A. **Smile Cards** – Current balance is \$589. This is a large increase from last year.
- B. **Spring Paint Night** – Alana will email Nancy to get the particulars and will be put forward to the QMS community in the next Royal Reminder.
- C. **Family Fun Night** – Hayley to add information to Royal Reminder as volunteers are needed to make this event happen. If the PA does not receive enough commitment from QMS community then event cannot run.

**Discussions/Updates:**

- A. **Jingle Bell Jog** – Thank you to the parent volunteers! This year was a lot of fun, however too many cookies and not enough hot chocolate. This will be noted for next year.
- B. **Unicycler** – Wendy met with Andrea and Jen to learn the procedures for the Unicycler. It is noted that sales double when the clothes are cleaned and ironed. The majority of inventory intake and sales are completed at the beginning of the year. It was suggested that an “ironing bee” might form for next year to process the bulk of the items. Request for steamer to be purchased by the PA for the Unicycler. A steamer would make ironing equestrian items much easier.

**Motion Passed**

The busiest week is the week before school starts. At least two volunteers need to be on-site at all times as well on Orientation Day. All volunteers need to be familiar with all aspects of the uniform(s) for all grades. It was suggested that mini posters be created for all uniforms. Connect with Hayley Picard in the summer to assist.

- C. **Changes in PA Accounting** – See Treasurer’s report.
- D. **Wish List** – Alana and Wendy to meet with Wilma. Motion moved by Wendy, seconded by Hayley to fund ECE outdoor storage shed and increase funding to \$800.

**Motion Passed**

- E. **Easter Egg Hunt** – PA to supply all candy for this event. Grade 7 class to run this event. It was suggested that the “golden egg” prizes also be donated by the PA as this was very popular with the primary grades.

**Close Meeting** – 8:55am adjourned

Next Meeting Monday **February 5, 2018** at 8:10am in Karin Quinn Hall

# QMS PAC

## BALANCE SHEET

As of January 26, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
Chequing	39,058.60
Gaming	8,048.88
<b>Total Cash and Cash Equivalent</b>	<b>47,107.48</b>
<b>Total Current Assets</b>	<b>47,107.48</b>
<b>Total Assets</b>	<b>\$47,107.48</b>
<b>Liabilities and Equity</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	17,981.23
Profit for the year	29,126.25
<b>Total Equity</b>	<b>47,107.48</b>
<b>Total Liabilities and Equity</b>	<b>\$47,107.48</b>

# QMS PAC

## PROFIT AND LOSS

September 1, 2017 - January 26, 2018

	TOTAL
<b>INCOME</b>	
Bazaar	14,508.45
Family Fun Night	1,014.38
Gala Raffle (2017)	2,620.00
Happy Hippo	420.00
Mabel's Labels	52.33
Thrifty's Smile Card	777.50
Unicycler	10,153.00
<b>Total Income</b>	<b>29,545.66</b>
<b>GROSS PROFIT</b>	
	<b>29,545.66</b>
<b>EXPENSES</b>	
Bank fees	22.62
General Admin	402.27
<b>Total Expenses</b>	<b>424.89</b>
<b>OTHER INCOME</b>	
Interest	5.48
<b>Total Other Income</b>	<b>5.48</b>
<b>PROFIT</b>	<b>\$29,126.25</b>