



QMS Parents' Association
Minutes
May 2, 2017

PA Executive:

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

QMS Staff:

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

PA Members:

Mary Delury – Chair, QMS Board of Governors
Dina Holbrook
Jennifer Pelton – QMS Board of Directors

Kirsty - Called to Order at 8:12am

Motion – Jennifer, Seconded by Alana Smith.

“To Approve the Minutes of April 4, 2017 as presented”

Carried

1. Reports:

Chair: Kirsty that she and Alana met with Wilma to approve all the wish list items except for the curtains.

Vice Chair: Nothing to report.

Treasurer's Report: Report Attached. Kevin noted that they had paid for the projector and screen. He mentioned there was an additional deposit with no corresponding paperwork in April for the amount of **\$875**. Kevin will do a further inquiry once he receives the monthly statement.

Unicycler Report: Steph/Andrea were absent. Alana noted that Unicycler sales were **\$295** in January, **\$115** in February, **\$305** in March and **\$925** for February. Consignments were

a majority of these sales. The Unicycler will do another sale at the PAC BBQ on May 28. Kirsty mentioned that the Unicycler would also like to have an additional volunteer/PAC member if anyone is interested as both Steph and Andrea work full time.

Secretary: Nothing to Report – Absent.

Community Welfare: Showed those in attendance proofs of the PAC Cards. Karen gave the printer authorization to print 125 of each of the four cards, and to add the year on the back of the cards.

Board of Governors, PAC Liaison: Mary noted that there was nothing to report. The next Board meeting will be on **June 24, 2017**.

2. PAC Fundraisers

Hanging Basket Orders: No one was sure how many orders we have in. Kirsty mentioned that it was unfortunate that another organization did the same fundraiser at the same time—and that there was a number of students who are affiliated with this other organization.

Family Fun Night: Great success with a **\$596** profit. There were a number of requests to do this again for next year.

Easter Egg Hunt: Everything went well.

Unicycler Sale: The sales were **\$965**.

PAC BBQ: Sunday, May 28 from 11am-2pm. Susan has confirmed she has hired lifeguards. Alana to confirm with Karl in the Kitchen food for the event. PAC will need to purchase freezies and will store them in the kitchen's freezer. Alana to send out an email to the Class Reps for volunteers (approx. 9 needed) and will create a volunteer schedule. Kirsty to draft an email that will go out from the School to invite new families that are registered for September. PAC members are to wear name tags at event. The Unicycler will be open that day for sales.

3. Discussion/Update

Signing authority changes for bank account: Kevin still needs to have his signature added to the account.

End-of-Year Bursary and Book Awards: Steph gave the last two years' numbers to Kevin in order to be reimbursed. Steph has everything set up for the Book Awards. Jennifer has sent Carol Ingledew the forms for the Grade 10 Bursary, with a deadline of **Friday, May 26**.

2017-2018 Class Reps: Alana will email the current Class Reps to see if they wish to stay on for next year. Preschool rep may not be determined until September 2017.

Year End Cards: Karen mentioned she would like to have some Senior School parents to help with cards/names. Cards will start to be written on **Monday, June 5** and then finish after the next PAC meeting on **Tuesday, June 6**. If parents can help out with writing please contact Karen.

Wish List: As noted in the President's Report—all wishes were fulfilled.

Bulb Orders: Alana contacted the company who we ordered bulbs from. They do not use any pesticides on their bulbs, therefore there is no issue with bee health concerns.

4. New Business

Heather will be sending an email to Alana to forward onto Class Rep's in regards to tickets for the Gala.

There was discussion on how to promote the BBQ within the community. It is currently mentioned in the Teacher Newsletters which go home on a weekly basis and will be mentioned through the Royal Reminder, Class Reps, the digital notice board, and an email sent to new families.

Wilma noted that this weekend is Alumni Weekend and all of the QMS Community are welcome to attend.

Tracy Arden joined the meeting where she was acknowledged for her support to the PAC and presented a card.

5. Close Meeting – 8:45am adjourned

Next meeting **Tuesday, June 6, 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
Gala ticket raffle			0.00
BC Govt deposit			0.00
Interest			4.65
Disb.-Follet Library SW+books			(1,628.29)
Chapel projector & screen			
Fine Arts lighting & sound			
Primary Mount.Projectors			
Video Camera; Media Arts/Yearbk			
Student laptops			
Gr 9 Essay Prize			
Gr. 12 Grad ceremony			
Bank fees			(10.67)
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Total Profit & Loss			9,582.33

ENDING CASH Mar 31 14,332.36

Car raffle proceeds -avail. for Library Software/Content spent on library to date	16,454.26	(16,413.25)	
available for library			41.01
Remaining amount available, unrestricted			14,291.35

CHEQUING**BEGINNING CASH Sept 1, 2016 3,289.96**

	Deposits	Expenses	Net
<i>Fundraiser Events</i>			
Unicycler 2015/2016	11,570.00	(6,918.00)	4,652.00
Unicycler 2016/17	0.00		0.00
Thrifty's Smile Card (ongoing)	289.99		289.99
Family Fun Night		(519.35)	(519.35)
Paint Night	450.00		450.00
Oct Movie Night Fundraiser	809.00	0.00	596.00
Christmas Bazaar (exclude gaming)	12,784.30	(1,330.96)	11,453.34
Interest			8.42
			875
Projector and Scrim		(5,838.23)	(5,838.23)
Bulb (Veseys) Fundraiser	1,585.00	(840.01)	744.99
Hanging Baskets Fundraiser	0.00	0.00	0.00
Menchie's	0.00	0.00	0.00
<i>Other Disbursements</i>			
Bank interest/charges			(37.93)
Total Profit and Loss	27,488.29	(15,446.55)	12,674.23

ENDING CASH Mar 31 15,964.19

Total disbursements