QMS Parents' Association
Minutes PA Meeting

November 7, 2022
8:15am in Karin Quinn Hall and via Zoom

PA Executive:
Cathy LaPointe – Chair
Natalie MacGregor – Vice-Chair (absent)
Sherra Collett – Treasurer
Kathryn (Kathy) Henderson – Secretary
Kirsty Grant – Community Welfare

QMS Staff:
Heather Bartfai – Manager, Alumni & Community Relations
Kimberly Ludvigson – Executive Assistant to Head of School
Hayley Picard – Director of Communications & Marketing

PA Members:
Martha O
Neemet M
Katia R
Maryam T (zoom)
Cynthia L (zoom)

Called to Order at 8:17am

Welcome and Introductions
All members introduced themselves.

Approval of the Minutes from October 3, 2022
Approval of the minutes as submitted moved by Sherra C, seconded by Neemet M. All in favour.

<u>Reports</u>
Chair: Cathy LaPointe – Work toward Bazaar has been the focus. Class reps selected and contacted. Class reps sent out emails soliciting donations from families to silent auction baskets. Some PA members have not received emails so discussion of including info about grade rep contacts within Royal Reminder to ensure we reach all families.

Vice-Chair: Natalie MacGregor – absent – has sent Bazaar updates, included below.

Secretary: Kathy Henderson – Nothing to report

Treasurer: Sherra Collett – Has accepted the Treasurer position. We have approx. $16,000 in chequing account, approx. $8000 in gaming account. Will have a detailed financial report for the December meeting. Spending strategy will always be to use the gaming account funds first (by end of fiscal year).

Community Welfare: Kirsty Grant – Two condolence cards and one welcome arrival card sent out this past month, using the new cards (which are beautiful). Cathy inquired about holiday cards? Kirsty noted that we have been sending out digital holiday cards for the last few years and have contributed to a staff holiday luncheon.

For Discussion and Updates

QMS Bazaar – Chair Neemet M and Co-Chair Alana S.

- Date of Event: Saturday, November 26
- Next Meeting: Nov 14
- Silent Auction Basket Wrapping Nov 21, 2022 – Time TBD

Sherra: Pre-order for butter chicken/poinsettias is closed. We have 221 orders for butter chicken, still hunting down a small number for e-transfers but e-transfer generally worked very well.
Sherra: With poinsettias/wreaths, we pre-order in summer. We have sold 82 of the 100 we pre-ordered. We have the option of leaving the unsold 18 with Dintner's, or taking and selling. Cathy L moved that we take the additional 18 and sell at the Bazaar, Heather seconded. All in favour.
Alana: Volunteer sign-up genius email will go out within the next week soliciting volunteers for day-of at bazaar.
Cathy: Auction basket donations have been solicited (by class reps, as noted above in President's report). Deadline is November 18 for cash and product donations. Baskets will be wrapped November 21. Question raised as to where will wrapped baskets be stored? Heather B. to find a spot.
Kirsty: At the Bazaar, Model UN students will sell baking to fundraise.

Fundraiser Ideas:

House Hoodies – First pass was very successful. The QMS PA made net $1600 on first run. Will take further orders at Bazaar, cost increases by $5 over pre-sale. Alana S. very generously donated all time toward creation and production of hoodies – thank you Alana!

Art Cards – Update by Cynthia - very successful within the Junior School, only 5 from Senior School students. To create more success in the Senior School, it was suggested that we have conversations with teachers the year prior to get buy-in. Cynthia reported that we had 123 orders October 27, which is solid engagement with the Junior School. Hayley inquired about the possibility of including photography for Senior students to get greater buy-in; Cynthia will inquire with the company. For

packaging up when products are in, we will need to sort and figure out parent pick-up piece/distribution. Plan is to do the sorting/distribution plan directly following the December PA meeting (December 5); Cynthia will be out of town but other PA volunteers will complete.

Mabel's Labels – continues throughout the year

Bulbs and Baskets – Discussion still tabled until December

Grade Representatives:

Grade	Representative
Preschool	Lulu Schmidt
JK	Jess Moulton
K	Steph
1	Asti Williams
2	Vivan Kilvert
3	Nicky Jacobsz
4	Laura Hagen
5	Mai-Linh Huynh
6	Tyler Vanderputten
7	Sherra Collett
8	Kathy Henderson
9	Cynthia Lockrey
10	Lisa Helmer
11	Leanne Martin
12	Nicole Bond

NEW BUSINESS

Jingle Bell Jog – Heather B reported that we are likely working again with the Clements Centre as the recipient of funds raised. Scheduled for Thursday, December 15 in the morning (time still TBD). This year will include a larger focus on Clements Centre purpose, programs, etc. Based on last year's feedback, the run route will be re-worked to avoid difficulty in following. The PA may also announce at that time the student winner of selling the most Bazaar raffle tickets – Heather will check with Alana on this timing. The PA will organize hot chocolate and cookies for post-run.

Motion to Adjourn
Motion moved by Sherra Collett, Seconded by Heather Bartfai

Meeting adjourned 9:06 am.

The next PA meeting will be on **Monday, December 1** at 8:15 am in Karin Quinn Hall and via Zoom.