



QMS Parents' Association Minutes PA Meeting

December 5, 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:

Neemet M

Katia R

Called to Order at 8:18am

Welcome and Introductions

All members introduced themselves.

Approval of the Minutes from November 7, 2022

Approval of the minutes as submitted moved by Sherra C, seconded Hayley P. All in favour.

Reports

Chair: Cathy LaPointe – will discuss bazaar and Jingle Jog later down the agenda. Large thanks to Alana and Neemet and team that ran the bazaar. Wonderful to have broader participation in leadership.

Vice-Chair: Natalie MacGregor – absent

Secretary: Kathy Henderson – Nothing to report

Treasurer: Sherra Collett – Presented and circulated Balance Sheet and P&L form. P&L is short all the profits that accrued from the bazaar and have yet to be transferred. Other items not yet





included are cost of hoodies sold at bazaar, Creative Kids. Items purchased were one item from previous year's wish list and new greeting cards purchased this year.

Community Welfare: Kirsty Grant – no cards during November, preparing for Christmas cards.

For Discussion and Updates

QMS Bazaar – Neemet and Alana Co Chairs – for further details, see extensive debrief minutes circulated by Neemet to Bazaar committee.

Natalie has prepared a survey to send out to vendors for feedback – will distribute through Survey Monkey. Hayley will proof it before it goes out. Discussion of offering an early-bird registration fee for vendors for next year, \$75 instead of \$100 per table for registering by June 1.

Grand total profit is \$25,238.66.

Kirsty – Model UN booths (food) did reasonably well. Succession planning needed for sustainability of MUN club and fundraising for their activities. Positive feedback from the community for identification of allergens in products. Team, for the first time, attending the Montreal MUN event. Planning to attend MUN in Vancouver and also planning a Queen MUN (Development MUN for grades 7-9).

Stigma-free club struggled and did not make a profit. High prices on product (retail prices) and managing product readiness to supply played a role – PA will plan to provide more support for next year.

Some signage remains up – frozen to the ground. Some cash tins need to be returned. Some broader discussion of how best to inform and engage parents around volunteer opportunities and opportunities to financially support the school (see below under New Business for further details).

Some baskets still have not yet been picked up and paid for (in Heather's office). If needed, next bid down will be contacted for purchase.

Greater need for advertising signage in the community.

Question of PA partnering with school to purchase floor covering for Sports Hall, to be able to use Sports Hall during events such as bazaar – Heather to follow up with school and ballpark costs.

Fundraiser Ideas:

House Hoodies – Alana absent at today's meeting but hoodies have been a great success.

Art Cards - Cynthia at today's meeting absent but Heather noted \$1800 total profit. Cathy L. noted that Senior School actually has bigger numbers so we are needing to include Senior School more in





fundraising as they make up more than half the school. Junior School really drove the art card fundraiser. We now know that photographs can be used in this fundraiser, and any person can submit multiple art pieces – this information may help to engage Senior School students in future.

Mabel's Labels – ongoing. Better advertising for new parents on the necessity of labeling and this easy option.

Bulbs and Baskets in the Spring – question – do we continue with Growing Smiles or return to Carin Park (who does wreaths) or do we go with another local company, Uncle Ernie's Bloomers (that Bonner used in the past). Neemet to look into Uncle Ernie's for details.

Jingle Bell Jog – scheduled for December 15, 10:45 am. Jingle Bell Jog meets Run for the Claus. Clements Centre for Families lost their large event due to snow this year, so we are going to heavily promote for Clements to help with their fundraising. Also, an opportunity to educate our families about Clements Centre and their mission, programming, etc. T-shirts for sale, also can make online donations and bring donations to the event. Discussed possibility of sending out a special email promotion of this event (in addition to Royal Reminder).

NEW BUSINESS

Broader discussion begun during bazaar discussion, above, of how best to inform and engage parents around volunteer opportunities and opportunities to financially support the school. Suggestions included easy icons on calendars to identify key events for specific grade-groups, possibly monthly emails from class reps. Hayley to take ideas back to leadership.

It was agreed that we would not hold a January PA meeting.

Motion to Adjourn

Motion moved by Sherra Collett, Seconded by Heather Bartfai

Meeting adjourned 9:32 am.

The next PA meeting will be on **Monday, February 6** at 8:15 am in Karin Quinn Hall and via Zoom.

