



QMS Parents' Association Minutes PA Meeting

March 6, 2023

8:15am in Karin Quinn Hall and via Zoom

PA Executive:

Cathy LaPointe – Chair

Natalie MacGregor – Vice-Chair

Sherra Collett – Treasurer

Kathryn (Kathy) Henderson – Secretary

Kirsty Grant – Community Welfare

QMS Staff:

Heather Bartfai – Manager, Alumni & Community Relations

Hayley Picard – Director of Communications & Marketing

Kim Ludvigson – Executive Assistant to the Head

PA Members:

Neemet M. (via Zoom)

Called to Order at 8:17am

Welcome and Introductions

All members present were previously acquainted to so introductions were not necessary today.

Approval of the Minutes from February 6, 2023

Approval of the minutes as submitted moved by Natalie, seconded Sherra. All in favour.

Reports

Chair: Cathy LaPointe – nothing to report

Vice-Chair: Natalie MacGregor – nothing to report

Secretary: Kathy Henderson – Nothing to report

Treasurer: Sherra Collett – We have fulfilled \$20,000 of promised \$40,000 school wishlist, with \$20,000 remaining to transfer. Sherra submitted updated balance sheet. We owe approximately \$1900 to the school for butter chicken sale, which Sherra will transfer. Sherra noted that we are not paying for QuickBooks, but are currently falling under the account of Kevin Westwick's (former treasurer) account, and suggested we acknowledge this service (which saves us money) in some way. See below under New Business for further discussion.



Community Welfare: Kirsty Grant – Kirsty reported that she has written some welcome cards. See New Business for further discussion of appreciation of QMS contributors.

For Discussion and Updates

QMS Bazaar – Vendor Survey – Neemet M led discussion. It was decided that sending out to this past year’s vendors would probably not yield much at this time (too long after event), so we will approve survey and save for next year, and have ready to push out immediately following next year’s event. Question about Survey Monkey – free version does not carry the features we need. Kim L. noted she could move survey into Office 365 and send out through the School. It would however need to come from Kim’s email address.

Reminder that the Bazaar committee will meet in May, and be ready to recruit vendors in June. Suggesting this meeting occur immediately following May 1st PA meeting. All agreed on May 1st, 9:00am meeting.

PA Storage Room – The PA storage room needs a cleanup. Reminder that we have agreed to carry this out after April 3rd PA meeting. Have organizational bins been purchased (had agreed to spend up to \$200)? Kathy L to check on this.

Easter Egg Hunt – Junior School wondering if the PA will provide treats for Easter Egg Hunt. PA is supportive. Natalie agreed to purchase the candy and check in with Susan Cruikshank and Grade 7 leaders about how they would like this done (searching for eggs vs. candy in a bag). Grade 7s can possibly put all together once candy purchased. Cathy L moved that we approve up to \$500 for candy for this purpose. Kathy H seconded. All in favour.

Fundraiser ideas for this year

- **House Hoodies** – fundraiser now complete. Will likely be opportunities to re-order next year (Alana absent today so we will await confirmation of that).
- **Mabel’s Labels** is ongoing. Hayley will continue to push out in Royal Reminder
- **Purdy’s** – Currently at \$1056 gross, many more have created accounts. Hayley created the poster, Sherra sent out (thank you, Heather, for reminder!)
- **Bulbs and Baskets in the Spring** – Sherra had reached out to Cairnpark Nursery (Tim Hale) and he had responded that, at this late date, only 12” mixed baskets could be offered. Available to us for \$22.50 to sell at \$35 per plant. Decided against doing this fundraiser this year. Next year, need to organize in October if we want to do this. Some discussion of whether we might like to do a seeds fundraiser – West Coast Seeds is quite popular and distribution of purchases is easy compared to baskets/plants. Agreed to entertain seed fundraiser next year, noting that orders must happen in January for distribution before Spring Break.



New Business

Staff Appreciation – Last year’s effort was well received. Do we want to repeat this “coffee break” style treat, or try after-school or other? Further discussion of which food businesses to order from for this treat. Mindful Mouthful is through the Clements Centre, with which QMS already has a relationship. Will revisit at next meeting, though agreement that a Wednesday coffee-break is likely the way to go.

Appreciation of QMS Contributions – Kirsty noted that there are a number of parents and staff and others who are contributing to many events – let’s consider keeping more formal track and issuing thanks for these contributions. Also, need to keep good track of those whose staff milestones we should acknowledge; this can be done through HR. Should we do a staff acknowledgement this Spring?

Appreciation for Kevin Westwick for QuickBooks license and for application of gaming grant annually. Discussion of appropriate thanks. Members agreed on a restaurant gift certificate (Nha Trang), approving \$100 for this purpose proposed by Sherra, seconded by Natalie, all in favour.

BBQ in June – June 16 was the initial date proposed for the BBQ – however, this date conflicts with Adage end of year performance so many PA exec cannot attend/are unavailable to help. Members agreed that Monday, June 19 could work after school, 3-5 pm. Heather will check in with administration about this date. Need to book Bouncy Castles (from Inflat-a-fun) and Sherra will check on castles. Will need to order food (can do through school/kitchen), organize food prep. Agreed to do hot dogs, veggie dogs, chips, freezies, drinks. No hamburgers (ie raw meat) to make running the event easier. An email out to families after Spring Break to call out for volunteers as we will need more than our usual PA meeting attendance. Discussion of whether pool will be open will depend on whether pool has been set up, but likely. Sherra noted that she has connections to lifeguards for the event.

Gaming Grant – Sherra reported that Kevin Westwick agreed to apply on our behalf again for the coming year.

Motion to Adjourn

Motion moved by Natalie, Seconded by Sherra

Meeting adjourned 9:02 am.

The next PA meeting will be on **Monday, April 3** at 8:15 am in Karin Quinn Hall and via Zoom.

