



QMS Parents' Association Minutes PA Meeting

Apr 3, 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 of School

PA Members:

Cynthia L

Neemet M (on Zoom)

Called to Order at 8:16am

Welcome and Introductions

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

Approval of the Minutes from March 6, 2023

Approval of the minutes as submitted moved by Hayley, seconded Natalie. 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 are waiting to transfer the final \$20k promised to the school (for flooring) – Heather is moving that process along. Sherra also noted butter chicken bill outstanding to the school (which she will pay).

Community Welfare: Kirsty Grant – Has dent out six cards this month



For Discussion and Updates

PA Storage Room

Cathy L purchased storage bins for \$206. Cleanup will occur directly after this meeting.

Easter Egg Hunt – Candy was purchased by Natalie for primary grades, candy has been passed along to Mrs. Cruikshank, she is very pleased and sends thanks. Spent \$261.83 (half of approved budget for this item).

End of year BBQ – Date has been formally changed to Monday, June 19, 3-5 pm. All families welcome though turnout from families tends to be greater in the Junior School. Reminder that we agreed to serve just hot dogs and drinks (no hamburgers). Email needs to go out for parent volunteers to help with setup, cooking, serving – need at least 6 parents to help. Also need to hire lifeguards 2:45 – 5:30 pm; Sherra will reach out to senior school students who are certified lifeguards. Need to arrange bouncy castles from Inflatafun. Sherra will arrange this. Senior school students can potentially help with monitoring the bounce castles. Cynthia noted that the volume of the music was too loud for conversation at the last similar event – Heather to check with Neil Trafford about this issue.

Staff Appreciation – Decided on Wednesday, May 31 for the PA's appreciation event. Kirsty and Natalie coordinating ordering and picking up food and drinks. Sherra, Kathy H, Hayley and Kim to gather at 8 am to plate foods and deliver to classrooms in the morning prior to morning break time.

Appreciation for Kevin Westwick for QuickBooks license and for application of gaming grant annually. Sherra has purchased the gift card for Kevin (previous treasurer) to thank him for his work and donation of services. Sherra will need a card from Kirsty to go with the gift card.

Appreciation of QMS contributions. Following up on discussion the previous month, the school will acknowledge contributions during Volunteer Appreciation Week at the end of April – will be group acknowledgments rather than singling out individuals. Hayley and Heather to organize.

Fundraiser ideas for this year

- **Mabel's Labels** – ongoing – Hayley will continue to push out in Royal Reminder.
- **Purdy's** – Sherra reported on some difficulty with finalizing orders – several people did not complete and pay for order despite reminders (so there may be a complaint or two about not receiving anticipated goods). Delivery from Purdy's went smoothly. Made \$561 profit. Recommend doing next year for Easter to offer consistency. Heather noted that we have a family that owns Drumroaster and offered that as a potential fundraiser – could pair with chocolates as a fundraiser – chocolate and coffee – could also try for Christmas. Table further discussion on all fundraisers for next year until May meeting, when we will plan to take a year-out look at fundraising for 2023-24.



- **Created by Kids** – Cynthia L updated that she will take care of Created by Kids again next year and is working this year on getting teacher buy-in for even better uptake.
- **Bazaar** – Meeting to start work on next year scheduled for May.

New Business

Funding for a sensory space – Heather reported that this is on DBR’s radar. He indicated that the PA funds wishlist needs to come from teachers and staff but parents are encouraged to raise these suggestions with teachers.

Motion to Adjourn

Motion moved by Natalie, Seconded by Heather

Meeting adjourned 8:58am.

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

