



QMS Parents' Association Minutes PA Meeting

June 5, 2023

8:47am in Karin Quinn Hall and via Zoom

PA Executive:

Natalie MacGregor—Chair

Neemet MacDowell—Vice-Chair

Sherra Collett—Treasurer

Vacant—Secretary, minutes taken by Kathy Henderson

Kirsty Grant—Community Welfare

Cathy LaPointe—Past Chair

QMS Staff:

Heather Bartfai—Manager, Alumni & Community Relations

Hayley Picard—Director of Communications and Marketing

Kim Ludvigson—Executive Assistant to the Head of School

PA Members:

Martha M.

Called to Order at 8:45am

Welcome and Introductions

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

Approval of the Minutes from May 1, 2023

Approval of the minutes as submitted moved by Neemet, seconded by Cathy L. All in favour.

Reports

Chair: Natalie—Nothing to Report

Vice-Chair: Neemet—Nothing to Report

Secretary: Kathryn (acting)—Nothing to Report.

Treasurer: Sherra—Updated on end of year finances, we have Fun Fest expenses to pay out. Hoping to have some seed money (\$5000) for next year. Will probably have less but this is not concerning.

Community Welfare: Kirsty—Nothing to Report.



For Discussion and Updates

End of year BBQ/Fun Fest – Set for June 19, 3-5 pm. Natalie has freezies to bring in. Hot dogs and other food supplies ordered have been ordered through the QMS kitchen. Inflatables have been ordered. Sherra is confirming lifeguard staffing. Will need some parent volunteers to help with food and managing inflatables. Heather will send an email out to families

Staff Appreciation – Thank you to the PA members who carried out the staff appreciation efforts. Mr. Robertson sent a heartfelt thanks and PA members noted how well received it has been. All went smoothly from acquisition of treats through to delivery. Cost was approximately \$500.

Fundraiser ideas for this year

- **Mabel's Labels** – ongoing – Hayley will continue to push out in Royal Reminder and info is at the School Store, especially helpful to new parents.
- **Purdy's** – was great to work with but we only made about \$500. Some discussion as to what factors were at play here. PA deciding not to take this on again but may pass along to a school club as a potential fundraiser.
- **Drumroaster** – Could be a passive fundraiser with monthly delivery to school. May try this out in the fall and see how it goes. Will resume discussion of this in September.
- **Cairnpark** – Sherra is still waiting to hear back in terms of what is needed to take on flower baskets for a Spring fundraiser (this would be Spring 2024). If the ask of our families will conflict with Gala (ie be in February), we will say no to this fundraiser. We will find out in Fall 2023 whether the timeline can work for us.
- **Created by Kids** – Running Sept 11-22, 2023 in Junior School. Cynthia L. has agreed to run it. Photography is possible. Not distributing through Senior School FAs, but Senior Students can participate if they like. Heather will let Cynthia know of dates and focus on Junior School.
- **Hoodies** – Alana is willing to run it but timing may not line up (ie Alana's availability with best sale times). Some discussion led to a proposal to run this fundraiser during August and September. Orders could be taken through the school shop, but the PA would deal with money and delivery. Ann (school shop) would simply have forms (or possibly a QR code), no burden on school store. Sherra to follow up with Alana and Ann, and then email out results of those conversations.
- **Bazaar** set for November 2023
- **Gala** in February 2024 (Feb 24/24)

New Business:

Sherra proposed that the PA bylaws be put back online (so all can find and view). Heather will take care of this.



QMS Bazaar Vendor forms – Neemet led discussion. Some discussion about whether to require vendors be insured – it was decided that this would deter many local small businesses so the addition of a release of liability check box was suggested. Also adding to the form an indicator as to whether vendors need power, and we can follow up with what they need it for to ensure we have adequate power and don't blow fuses. Will need to map the Sports Hall and determine power/outlets available and ensure we don't accept more than we are able to accommodate. Form to go live no later than June 30. Natalie will update based on today's feedback and then send around again to the PA. Neemet is working on securing food trucks, Natalie helping with communicating out requests for food trucks.

Plaque for Fiona Morrison's bench – Heather needs wording for the plaque (already paid for). Neemet will ask Kirsty to take care of the wording. We will need something for Bruce's retirement in the Fall – table further discussion and decision to the September meeting

Next meeting: **September 11, 2023 at 8:15am** in Karin Quinn Hall and via Zoom

MEETING ADJOURNED

Cathy L moved to adjourn the meeting, Natalie seconded. All in favour. Meeting closed at 9:32 am.

