



QMS Parents' Association Minutes PA Meeting

September 22, 2023

8:47am in Karin Quinn Hall and via Zoom

PA Executive:

Natalie MacGregor—Chair

Neemet McDowell—Vice-Chair

Sherra Collett—Treasurer

Jennifer Cole, Secretary

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

Jess Dobson—Admissions & Events Assistant

PA Members:

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|------------|--------------------|----------|-----------|
| Danielle B | Mary D | Ashley H | Laura H |
| Cynthia L | Jessica L | Haidun L | Martha M. |
| Monica M. | Olena M (via zoom) | Darrel S | Pam T |
| Nicky W | | | |

Called to Order at 8:14am

Welcome and Introductions

- Welcome message from David Robertson, Head of School
- Welcome message from Mary DeLury, Chair of the QMS Board of Governors
- Round table introductions of PA Executive, QMS Staff and Members

Approval of the Minutes from June 5, 2023

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



Reports

Chair: Natalie MacGregor

- Holiday Market & Fair (Previously known as the Bazaar) preparation over the summer, as well as fundraising calendar review with Heather B. to coordinate QMS and PA events and fundraising opportunities.

Vice-Chair: Neemet McDowell

- Holiday Market & Fair preparation over the summer.

Secretary: Jennifer Cole accepted position

Treasurer: Sherra Collet

- AGM Fiscal Year End changed to June 30.
- Currently \$4300 equity, which is standard for the new school year.
- Provided an overview explanation of how fundraising money is used, i.e. school wish lists, and a review of how funds were spent last year.

Community Welfare: Kirsty Grant

- Review of portfolio, including community outreach, cards for new students and staff, staff appreciation event coordination, acknowledgement of staff milestones, etc.

For Discussion and Updates

- Territorial Acknowledgement
 - Will be included for all future meetings, the board thanked Monica M. for bringing this forward. Monica M. and Neemet M. to review verbiage for future meetings.
- Staff Appreciation
 - Held yearly each May, with local treats, fruit/drinks, and thank you cards.
 - Holiday greeting/appreciation is also done, however not gift based.
 - Dates for staff appreciation - tabled based on timing of other fundraisers.
- Fundraiser ideas for 2023-2024
 - Mabel's Labels (ongoing)
 - Description of products offered, allows for passive income, today cheque for \$182 was received by Sherra C.
- Purdy's
 - Tabled, also done as a Grade 12 grad fundraiser for Christmas
- Drumroaster
 - Need to clarify percentage for fundraising
 - Tabled discussion
 - When to launch, possible intro at Holiday Market & Fair



- Created by Kids Sept 2023
 - Cynthia L. provided an updated - fundraiser has been officially launched.
 - Review of last year's fundraising total.
 - Several changes made as this is the 2nd year for this activity, including JPEG option (instead of art), option to do more than 1 art/photo submission.
 - Heather B. provided communication to teachers/FAs.
- House Hoodies (Summary from Alana S. who was unable to attend.)
 - Fundraising ready to be launched through the school shop.
 - Review of hoodie design (based on the three house logos, option to add last name to the back of the hoodie), hoodies can be worn with mid-week uniform.
 - Suggestion for offering crewneck shirts in the future to allow another option for students/staff/families who may already have a house hoodie.
- Bazaar
 - Tabled to next meeting
 - Name changed to Holiday Market & Fair
- TruEarth
 - Tabled, suggestion to check percentage coming back to PA, which fundraisers can be passive income.
- That's Amore
 - Tabled as Model UN to use for fundraising.
- Fundscrip
 - Tabled

New Business

- Inclusivity, Respect and Openness
 - Martha M. shared the importance of PA accountability of these characteristics, which is also in line with the school mission, and also shared her personal experience.
 - PA Board reflected support for ensuring these characteristics are upheld and thanked Martha for bringing this to the Board's attention.
- Fundraising Discussion
 - Suggestion to share fundraising calendar early to parents/families.
 - Suggestion to share how funds have been used in the past to demonstrate fundraising effort results.
 - Idea to bundle all marketing for fundraisers to assist with communicating with parents/families to maximize fundraising opportunities while also supporting local businesses and those who are school families with businesses.
 - Suggestion to check percentage of all fundraising ideas/options, PA to review, and decide on which fundraisers can continue to be passive income options versus targeted fundraising options.
 - Strategies to communicate fundraising information to staff/FAs/families - Martha M. offered to assist.





Next meeting: **Monday, October 2, 2023 at 8:15am** in Karin Quinn Hall and via Zoom

MEETING ADJOURNED

Natalie moved to adjourn the meeting, Neemet seconded. All in favour. Meeting closed at 9:11am.

