



QMS Parents' Association Meeting DRAFT Minutes
December 4, 2023
Karin Quinn Hall and Via Zoom

PA Executive:

Natalie MacGregor, Chair
Neemet McDowell, Vice Chair
Cathy LaPointe, Past Chair
Sherra Collett, Treasurer
Jennifer Cole, Secretary
Kirsty Grant, Community Welfare

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 and Events Assistant
Oliver Amiel, Director of Student Life

PA Members:

Nicky W., Darrel S., Ashley H.

Called to Order 8.15am

Natalie provided Territorial Acknowledgement

Welcome and Introductions - all members

Approval of Minutes from November 6th 2023

Neemet motioned approval, Cathy seconded, all in favor.

Reports

Chair: Natalie MacGregor - reported Winter Market a great success, good feedback and we are already receiving requests to sign up for vendors next year's event.

Vice-Chair: Neemet McDowell - Nine vendors had responded to feedback request. This year we had a much larger attendance than previous years, and the overall message was that the vendors were pleased with the set-up of the market. 77% reported they would return for next year's event. Discussion on whether the time frame for the event was ample. Perhaps PA may consider extending hours from 10-2 to 10-3 for next year's event as visitors were still floating around at the close of market. Discussions of

vendor fees increase for next year from \$50 a table to higher value. Discussion that perhaps the raffle closed too early and also extending the time for next year's event. The suggestion was to announce the raffle winner at the close of the event. There are certain logistics to consider if extending silent auction given the flow of individuals volunteering at the event and passing along products to silent auction winners.

Secretary: Jennifer Cole - nothing to report

Treasurer: Sherra Collett - **\$24,465.74** was made at this year's market. Breakdown is as follows:

Pre Orders: \$3088.90
Gift Cards: \$492.00
Book Sale: \$368.90
Mini Concession: -\$35.45
Games Tickets: -\$175.65
Scrunchie Donations: \$115.23
Main Raffle: \$11,757.75
Silent Auction: \$6,016
Vendor Booths: \$3,735.00
Misc. Expense (Signs) -\$897.30

Last year the event earned \$26,000. Signage overall cost which reflected loss from capital. Pre-orders were more successful this year. Bouncy castle rentals were a loss for games. Mini concession \$700 increase. Silent auction had a range of income given the basket theme.

Community Welfare: Kirsty Grant - a few cards have been distributed. For Friday's event, Kirsty has suggested we create an e-card to thank staff for their hard work signed by all of PA members. Event will be held at Craig Street Pub, 3.30-5pm. Proposed budget is \$500-\$800. Need a greeter to meet staff at the door to welcome and distribute drink tickets. Should we not be able to coordinate a member to greet, PA can leave a note on the table at the entrance of the restaurant. Heather to help coordinate reservation given restaurants are filling up with holiday parties in addition to order food platters. Generally, upward of 30 staff attend the event.

Budget for flowers sent to the McPherson family at the service. Ideas outside of flowers - suggested a plant given greater longevity. Neemet put forth a motion for a plant gift for the McPherson family, Natalie seconded up to \$100 - all in favor, motion passed. Plant to be given to the family at the memorial service.

For Discussion and Updates:

JINGLE JOG

Event being held December 15th 2023.

PA hands out cookies and hot chocolate at the event. Donations gathered at the run are given to Clements Centre. We will need volunteers to help serve food and drinks usually around 10.30-12pm.

QMS GALA

Feb 24, 2024

PA will be holding off on any fundraising efforts and discussions until this event is over.

OTHER BUSINESS

Signage from Market event - suggestion to remove stickers sooner than later as easier for long-term of reusing signs for future events. Idea to order stickers in September for signage - earlier than this year to be more organized.

Change the raffle winner announcement for the market to 2pm/market close. Silent auction could run until 1.45pm. Time block could be extended slightly for helpers.

Parent volunteers were great. Ample attended and helped with the event. One individual is required to supervise each building to help improve event running seamlessly.

Ideas to revamp games used at market's fair event as the current ones are tired and old. Some examples to improve fun and engagement with kids would be to build a mini golf course, Plinko board. Next year ask each grade for candy/ prizes from families or overall ask to elementary. Update wording for class reps when addressing this idea for next year. Arcade-like ideas and approach could be fun! Planning for a sole games meeting in February. Perhaps the wood working class would be able to help out with constructing some of the games as a project.

Next Meeting: February 5th, 2024, 815am, Karin Quinn Hall and Zoom

Adjournment of Meeting: 9:16am

Natalie motioned to adjourn the meeting, Neemet seconded - meeting adjourned.

Queen Margaret's School

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