



QMS Parents' Association Meeting DRAFT Minutes  
February 5, 2024  
Karin Quinn Hall and Via Zoom

**PA Executive:**

Neemet McDowell, Vice Chair  
Cathy LaPointe, Past Chair  
Sherra Collett, Treasurer  
Jennifer Cole, Secretary

**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  
Stephen Beaudry, Director of Technology

**PA Members:**

Ashley H., Nicky W., Darrel S., Cynthia L., Michael S. (Via Zoom)

**Regrets:**

Natalie MacGregor, Chair  
Kirsty Grant, Community Welfare

**Called to Order 8.15am**

**Nemeet provided Territorial Acknowledgement**

**Welcome and Introductions - All Members**

**Approval of Minutes from December 4th 2023**

Sherra motioned approval, Darrel seconded, all in favor.

**Reports**

**Chair:** tabled

**Vice-Chair:** Neemet McDowell - Ccompiled market / fair images and notes to be organized and streamlined for further events. Question is which platform should we save the information on? Office 365

is cloud based and also sharable. Google platforms are tricky as formatting alters when users change. Executives only will have access to this information.

**Secretary:** Jennifer Cole - Nothing to report

**Treasurer:** Sherra Collett - Outstanding bill for \$200.00 settle prizes for raffle, in addition to \$50.00 for plant provided to the McPherson service payable to Kristy Grant. There is still an amount owing to Alana for sweatshirts. In account \$32,000+/- \$1,000 school food, \$25,000 to school. Need to discuss with Susan and Ander as to what their wish lists are for the needs of the school.

PA has been asked to fund Safe Ride Home for the Gala scheduled for Saturday, February 24th. Cost for this service is approximately \$600. (See below for motion to approve this spending.)

**Community Welfare:** Kirsty Grant - Absent

### **For Discussion and Updates:**

#### **Parent Information Sessions - Oliver Amiel (Director of Student Life)**

Oliver updated the PA about upcoming parent information sessions. The challenge has always been low attendance, therefore sharing the information through several platforms hopes to improve attendance and address the increased interest. Upcoming sessions include “Dads and Lads”, Feb 6, 2024, Sexual Health Parent Session, Feb 12, 2024, Adult Screening of Documentaries, “The Mask You Live In” and “Miss Representation”, Feb 27, 2024.

#### **IT - Steve Beaudry (Director of Technology)**

Steve is looking to reach out to the PA to inform us about the school undergoing tech requests, and to better coordinate communications and certain documentation. Current focus is streamlining student forms and providing better consistency. For example, the school is currently in the process of improving re-enrollment and outlining online access to establish this task. Furthermore, IT often finds themselves helping students manage printer processing, password / charger issues. Some hot topics include 3D Design talks with students, creating and streamlining without infrastructure in place for 3D printing opportunities. Challenges are faced with the maintenance of 3D printers, not so much of the cost of the unit itself. Inquiries about classes being offered in middle school or high school grades for either Design or Robotics from parents have been requested. According to DBR, these suggestions are in discussion with future possibilities at QMS. CAD program was also discussed as an option. There was also a comment on integrating the payment systems and student / parent portal all in one place online.

#### **QMS GALA - Heather**

(Feb 24, 2024)

- 1) Update on live auction items. Things are looking good for donated items for auction, discussing what was coming in - up to 10 desirable selections.
- 2) Safe Ride Home: Two Busses, one northbound and one southbound. Motion put forth for PA to cover cost of this service (\$600.00) Neemet put forth motion, Ashley seconded motion, all in favor - motion passed.
- 3) Licensing required for raffle (Class B) IEA: cash calendar. Questions on process. Two events are held within the school year which require raffle licensing- Winter Market and Gala. Gaming

accounts require line item with applied and processed components. IEA- Darrel offered to coordinate with Alana regarding the gaming license. Darrel can be the gaming contact for the PA and gain broad description from Hayley.

## **OTHER BUSINESS**

**Games Revamp** - Investment for school and other events. Suggested asking woodworking teacher, Daniel Parent. Perhaps after hours for a Grade 10 project. Looking for ideas of what kind of project... perhaps create a contest for the best idea? PA to earmark funds required to complete this project. Note: outdoor obstacle courses could be fun. Jody S. has offered to assist. Santa booth with games. In the March meeting we will discuss further to put into action plan.

**Purdy's Chocolates Fundraiser** - Discussion had about moving ahead due to the increase in parent asks and upcoming Gala event. However, this particular fundraiser is an easy process and is generally of interest to junior school students. Easy shopping and service. Decision made to go ahead with this fundraiser. Purchases would need to be completed by March 8/9 and deliveries would come by March 25th. Sherra C. is good to set up online orders and distribution for this year, and requested parent volunteers to help with sorting and delivery to classrooms.

**PA Room Storage** - need to clean out and sort all items currently held in the storage room. Establish keep vs. toss items. New place to organize and stow storage items will be in the Head's House basement. Date set for February 13, 2024 right after morning drop off. Neemet and Jennifer to purge and organize. Maintenance will also assist in discarding unwanted items.

**Next Meeting: March 4, 2024, 8:15am, Karin Quinn Hall and Zoom**

**Adjournment of Meeting: 9:49am**

Neemet M. motioned to adjourn the meeting, Sherra C. seconded - meeting adjourned.