



QMS Parents' Association Meeting DRAFT Minutes
March 4, 2024
Karin Quinn Hall and Via Zoom

PA Executive:

Neemet McDowell, Vice Chair
Cathy LaPointe, Past Chair
Sherra Collett, Treasurer
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
Harriet Klumper, Assistant Director of Admissions

PA Members:

Laura H., Cynthia L., Darrel S. (Via Zoom)

Regrets:

Natalie MacGregor, Chair
Jennifer Cole, Secretary

Called to Order 8:17am

Neemet provided Territorial Acknowledgement

Welcome and Introductions - All Members

Approval of Minutes: February 5, 2024: Sherra motioned approval, Hayley seconded, all in favor.

Reports

Chair: Natalie MacGregor (tabled)

Vice-Chair: Neemet McDowell: PA Storage has been moved to storage space at the Head's House. An itemized list of items with photos is attached. (See Appendix A.)

- **Action item:** Neemet requesting assistance from Steve Beaudry to allow storage of PA related electronic forms/documents/artwork to facilitate access by PA executive and streamline PA events and activities.

Secretary: Jennifer Cole (tabled)

Treasurer: Sherra Collett

- Spirit Hoodies – time to halt, need to consider handing over to the School Shop.
 - **Action item:** Sherra to follow up with Ann B. and cc Tango to discuss transition.
 - **Action item:** Remove hoodie information from the website.
 - A gratitude gift for Alana S. to extend the PAs appreciation for all her hard work and to acknowledging the personal time she spent on this endeavor.
 - Motion made to purchase gift certificate(s) totaling up to \$200 as a recognition gift for Alana from the PA for the Spirit Hoodie project. Motion by Neemet, seconded by Cathy, all in favor – motion carried.
 - **Action item:** Sherra to purchase gift certificate(s).
- Safe Ride Home (post Gala)
 - **Action item:** Heather to forward a bill to the PA for payment.
- Gaming Account – requires clearing and wish list for spending is required from the School. Current approximate amount remaining is \$34,200.
 - **Action item:** Heather to provide to PA with school wish list for review.
- **Action item:** Gaming Grant needs to be applied for by end of May, and then an annual action item.

Community Welfare: Kirsty Grant (tabled)

For Discussion and Updates:

Games Revamp - (tabled)

PA Storage - (see Appendix A)

Fundraising: Purdy's (Easter) - Hayley to do marketing push. Lots of accounts have been created, but not many have had checkout completed. So far \$421 profit.

New Business

Harriet Klumper (Assistant Director of Admissions): Requesting PA support to help identify/recruit parent ambassadors to on board and welcome new families, answer questions, be a resource, lessen anxiety with new admissions and enrolment, educating parents about laptops (for applicable grades), etc. A new family portal will be kept live and updated, a page that can be saved on any browser. Kirsty can add the parent ambassador program to welcome cards and can bring welcome packages for families new to the region. Parent ambassadors will need to be available for training and orientation, and then attend the new parent information night, May 22, 2024. One parent ambassador specific to ECE, and up to 5

ambassadors' total. There are up to 100 new students enrolled. Suggestion also to have PA liaison for admission-related events every school year.

Hayley requested Harriet to arrange a team meeting in June to prepare for September. Suggestion for having specific IT check-in days in late August and at orientation with laptops for Grade 7 and up.

Action item: PA to identify parent ambassadors.

Harriet encouraged families to share feedback about reenrollment challenges.

Easter Activities: March 28, Junior School Easter Egg Hunt, Golden Egg, candy bags. Suggestions include jellybeans, gummies, no chocolate, no peanuts, no gum. Heather and Kim have bags. Need twist ties or can use ribbon available in PA storage. Grade 7 students to prepare candy bags, PA to provide supplies and candy.

- **Action item:** Purchase candy (Sherra/Darrel)

End of Year BBQ: inflatables, food to include freezies, chips, hot dogs, veggie dogs, drinks, napkins, condiments. Order food through April.

- Motion to set budget for BBQ event, \$2500. Neemet put forth motion, Cynthia seconded, all in favor, motion passed
- **Action item:** Hayley/Kim/Heather/Sherra to book date in June
- **Action item:** Sherra to book inflatables and check with Natalie re freezies
- **Action item:** Order food through April

Next Meeting: Monday April 8, 2024, 8:15am, Karin Quinn Hall and Zoom

Adjournment of Meeting: 9:41am

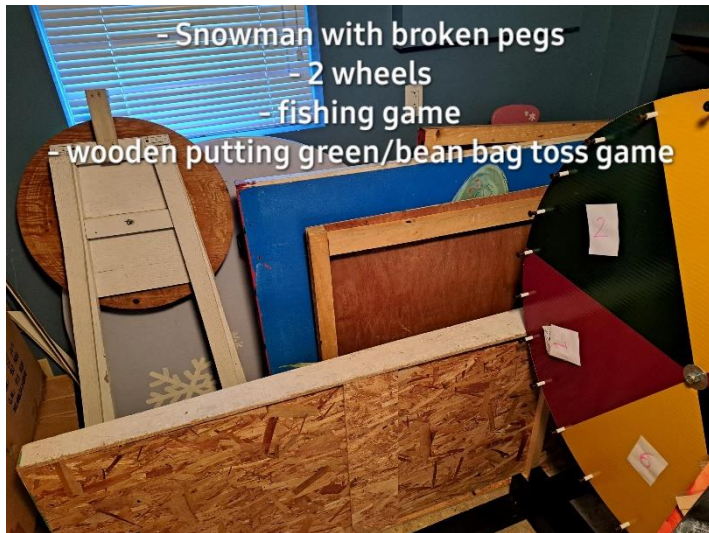
Neemet motioned to adjourn the meeting, Laura seconded - meeting adjourned.

Incl: PA Storage Items

Appendix A – PA Storage
February 2024

- Popcorn machine plus the bin of supplies in the old band portable
- Large wreath given to Kelsey, to be stored with other school decorations
- Water bottles (currently ~200) to use first are right inside the door when entering the storage space, on top of the dresser
- Large games in the first room when entering the storage space
- 2nd storage area has all remaining PA items
 - Coin sorter with supplies
 - PA binder with documents
 - Crafty QMS bin
 - 2 bins of PA documents and previous raffle documents and tickets
 - Food and beverage serving/packaging supplies, serving trays wrapped in large Ziploc Bag
 - Decorated tree and boxed tree
 - 2 bins of decorations in front of Christmas tree, with 2 metal-&-glass Christmas houses (on the floor)
 - Bowling bin sets
 - Kids' crafts and face painting supplies, coloring, ring toss game, and putting green with 3 golf balls
 - Float tins, wrapping supplies, tape and stationery
 - Rubber ducks and raffle supplies for future events
 - Teacher Treat boxes
 - Signage for the Holiday Market & Fair
 - Plain and colored wrapping paper rolls
 - Roll of vinyl tablecloth material (for crafts/face painting tables)
 - Wooden Christmas lawn signs
 - Baskets for silent auction wrapping







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