



QMS Parents' Association Minutes PA Meeting

Monday, April 8, 2024
Karin Quinn Hall

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
Jess Dobson, Admissions and Events Assistant

PA Members:

Cynthia L, Darrel S, Laura H, Nicky W., Kristin J.

Called to Order 8:14am

Natalie provided Territorial Acknowledgement

Welcome and Introductions - all members

Approval of Minutes from March 4th, 2024

Cynthia motioned approval, Sherra seconded, all in favour.

Reports

Chair: Natalie MacGregor (nothing to report)

Vice-Chair: Neemet McDowell

- Post AGM agenda and nominations' call for PA exec positions, deadline to post by May 3, 2024, i.e. one month ahead of AGM

Past-Chair: Cathy LaPointe (nothing to report)

Secretary: Jennifer Cole (nothing to report)

Treasurer: Sherra Collett



- Balance of \$34,642
- Certain funds will be needed for up-coming school event in June (Family BBQ), staff appreciation, post Gala Safe Ride Home service, etc.
- After approximately \$4,000 is set aside (\$1,000 already spent and \$3,000 for June BBQ) there could be \$25,000 to donate as remaining funds in PA account for school wish list.
- Games refresh is also consideration, estimate \$5,000.

Community Welfare: Kirsty Grant

- **Action Item:** Staff Appreciation Date required
- Re: New Students/Admissions Event May 22. Offer from the Visitor Center to ship information packages to families ahead of arrival in the community; need to ask for shipping addresses from Admissions

For Discussion and Updates:

- **Hoodies**
 - **Action item:** Neemet to ask Alana about final hoodie order, inventory count, delivery deadline, etc.
 - Suggestion to run the sale of remaining stock at Family BBQ June 10
- **Purdy's**
 - Total of \$3,200 worth of orders, \$886 was fundraised
 - One challenge came from orders who were not parents of students
 - A few orders arrived short of stock
 - Very few orders came from senior school
 - Overall good money maker for the PA
 - Nicky W. has offered to take over future Purdy's ordering
- **Parent Ambassador / PA Liaison Roles**
 - New Families Event May 22/24
 - Admissions is requesting five parents between junior and senior school be selected, several parents volunteered for consideration; Heather B. noted names to follow up with Admissions.
- **Easter Egg Hunt**
 - Well received by students and staff. PA purchased chocolates from Costco (previously approved budget \$200). The event was run by the Grade 7 students for students in ECE through to grade 6.
- **Outstanding: ACTION ITEMS**
 - Coordinate with Alana regarding hoodies deadline
 - Wishlist for school
 - Gaming grant application by end of June: Darrel S.
 - Booking inflatables for BBQ: Sherra C.
 - June 10 BBQ



- Volunteer signup to be sent out, and arrange for student volunteers through Oliver Amiel: Neemet M.
- Order food from April: Neemet M.

- **Holiday Market**

- Booked for November 30/24
- June 1- August 30 Early Bird vendor registration
- **Action item:** Need to email previous vendors
- **Action item:** Darrel S. to set up electronic vendor registration (note: will need to add verbiage to address any link issues via Facebook with a reminder to use a desktop application)
- Tables: discussion about renting or purchasing tables as more tables will be needed for this event. Purchasing tables is costly and storage is problematic.
- Approx. 12 tables are needed (CanTire \$80 for 6', Costco \$149 for 6')
- Games need attention
- **Action item:** Darrel S. to book Santa
- **Action item:** Photographer and chair needed for Santa pics, suggestion to ask parents to donate or build a chair

- **New Business:**

- Wish List from Mr. Robertson and Mr. Munro
 - Gazebo requires an overhaul, parts plus rebuild \$5,000-\$10,000, includes materials and milling of wood from school property. Suggestion to cap total spend at \$7500.
 - Susan Cruikshank – update outdoor play equipment \$5,000
 - Junior School – indoor garden \$1,500
 - K-3 - decodable books \$500
 - Senior IT – tv for Glide Hall \$1500 / 2 3D Printers \$2000 (senior and junior)
 - Founders Hall – 100 chairs \$4500
 - Motion to immediately spend PA funds for chairs and 3D printers, total of \$6500 – all in favor – motion passed.
 - PA decided to dispense remaining funds upon receipt of invoices for other wish list items.

Next Meeting: **Monday, May 6 at 8:15am**, Karin Quinn Hall and Zoom

Motioned by Natalie motioned to adjourn the meeting, Neemet seconded. Meeting adjourned at 9:52am.

