



QMS Parents' Association Minutes of AGM Meeting

June 3, 2024

8:15am in Karin Quinn Hall & via Zoom

PA Executive:

Natalie MacGregor, Chair

Neemet McDowell, Vice Chair

Kirsty Grant, Community Welfare

Cathy LaPointe, Past Chair (*absent*)

Sherra Collett, Treasurer (*absent*)

Jennifer Cole, Secretary (*absent*)

QMS Staff:

Hayley Picard, Director of Communications and Marketing

Kim Ludvigson, Executive Assistant to the Head of School

PA Members:

Kristin J., Ashley H., Cynthia L., Laura H., Darrel S.

Called to Order 8:14am (Natalie)

Territorial Acknowledgement (Neemet invited Kristin to provide)

Welcome and Introductions of QMS PA

All members present were previously acquainted so introductions were not necessary today.

Affirmation of Quorum Present

8 voting members, 3 executive and 5 members at large

Approval of Minutes from June 5, 2023, Annual General Meeting

Natalie approved, seconded by Darrel

Reports

Chair: Natalie MacGregor reflected on a successful year, and before that, as she started as the Vice Chair post-COVID. The PA now has a larger parent community engaged and involved, with many positive changes made. The feedback from the fall of 2023 required additional changes to ensure inclusivity and openness, with this environment to be maintained in the future. The Holiday Market & Fair was also a success, in addition to other PA-related fundraising efforts. She announced stepping down from the Chair position for personal reasons and thanked the PA Executive for their





support. She will continue to volunteer as a member-at-large, and more specifically assist with the Holiday Market & Fair.

Vice-Chair: Neemet McDowell thanked Natalie, Sherra and Cathy for their many combined years of service on the PA Executive in various capacities, and as well to Jennifer for stepping in as Secretary this past year. She acknowledged Natalie's leadership in making the environmental changes of openness and inclusivity for the PA and thanked her for the support provided over the school year. She also expressed her gratitude to all the volunteers and the PA Executive.

Past Chair: Cathy LaPointe (*absent*)

Treasurer: Sherra Collett (Submitted documents and summary) The total income is reported as \$30,591.26. There will be expenses to be paid out for the upcoming PA BBQ, leaving \$4000 to \$5000 seed money ready for September 2024. The hard-earned fundraising dollars were spent to support the School's wish list items. (Refer to the attachments: profit and loss sheet & balance sheet.)

Community Welfare: Kirsty Grant provided a summary of the year and requested the list of new families to provide welcome cards to. She confirmed her wish to continue in her current role on the PA for the coming 2024-2025 school year. For 2025-2026 school year, Hayley suggested mentorship from Kirsty for the future position holder, and Kirsty is willing to provide ad hoc support to the PA when her term ends.

Secretary: Jennifer Cole (*absent*) -Previously advised she will be stepping down from this position (summary provided by Neemet).

Election of QMS PA Executive for 2024–2025

Neemet offered a special thanks to Natalie's term as chair, and Natalie will now move to the position of Past Chair.

Chair: Natalie nominated Neemet McDowell to the Chair position. Neemet accepted the nomination and let her name stand. All in favour, carried.

Vice-Chair: Natalie nominated Darrel Siegle to the Vice-Chair position. Darrel accepted the nomination and let her name stand. All in favour, carried.

Treasurer: Natalie nominated Ashley Hayek to the Treasurer position. Ashley accepted the nomination and let her name stand. All in favour, carried.

Community Welfare: Natalie nominated Kirsty Grant to remain in the Community Welfare position. Kirsty accepted the position and let her name stand. All in favour, carried.





Secretary: No nominations at this time. Neemet will take minutes for the regular June PA meeting following the AGM. Cynthia L. expressed interest in a shared secretary position as she cannot attend all meetings, and asked if a co-Secretary position could be accommodated. All newly elected PA Executive present, and attendees, agreed with this accommodation. Neemet confirmed that a call for nominations and voting for the shared Secretary position will be made at the September 2024 PA meeting.

Neemet moved to accept the PA Executive for 2024-2025 School Year. Darrel seconded. All in favour, carried. End of Election.

Monthly PA Meetings dates for 2024–2025

Kristin J. suggested a pre-meeting network/meet-and-greet time from 8:00am to 8:30am, with the meeting start time to be 8:30am. This will allow new parent attendees to meet other parents, providing a supportive and inclusive environment, along with welcoming parents who may not have attended a PA meeting previously. The PA Executive present agreed to this change. Therefore, Neemet proposed continuing with the first Monday of every month with the noted time change.

The first meeting of the 2023-24 school year will be held on Monday September 9, 2024 (the first day of school is September 3, 2024), with an 8:00am Meet-and-Greet, 8:30am meeting start. Once again, there will be no January meeting.

- September 9th, 2024
- October 7th, 2024
- November 4th, 2024
- December 9th, 2024
- February 3rd, 2025
- March 3rd, 2025
- April 7th, 2025
- May 5th, 2025
- June 2nd, 2025

The QMS PA AGM will be on June 2nd, 2025.

Appreciation Notes – Kim L. thanked Natalie, Sherra and Jennifer on behalf of the School, with presentations made to Natalie in person. (Neemet advised Sherra and Jennifer of presentations made for them to pick up from Kim L.). Neemet thanked Sherra, Jennifer and Cathy as outgoing PA Executive members.

Next meeting: June 2nd, 2025, at 8:30am.

Close Meeting – meeting adjourned at 8:47am.

