

QMS Parents' Association Minutes PA Meeting

September 9, 2024
Karin Quinn Hall

PA Executive:

Neemet McDowell (Chair)
Darrel Siegle (Vice-Chair)
Kirsty Grant (Community Welfare)
Natalie MacGregor (Past-Chair)
Ashley Hayek (Treasurer)

QMS Staff:

Heather Bartfai, Director of Alumni, Community & Donor Engagement
Hayley Picard, Director of Communications and Marketing
Kim Ludvigson, Executive Assistant to the Head of School
Jess Dobson, Events Coordinator

PA Members:

Kevin B., Taren M., Laura H., Cynthia L., Harvey H., Nicky W., Jason C., Sam H., Malti D., Juliette L.
Jason C (via Zoom)

Called to Order 8:31am (Neemet)

Territorial Acknowledgement (Darrel)

Welcome and Introductions

- All attendees introduced themselves.
- Head of School, David Robertson, provided an update:
 - New staff, including the new Head Gardener
 - Ongoing and completed projects, including the learning support centre which is coming along
 - Current enrolment at 524 students, including 83 boarders (with space for a total of 95 boarders)
 - Re: retirement – he shared the process is ongoing to find his successor
 - Introduced Mary DeLury, the QMS Board of Governors chair; the board chair is the strategic partner for the Head of School and has been a catalyst for the success of the school. Each governor has close connections with the school, are from the community, either by having kids here at the school and/or from the community.



- Approval of Minutes from June 3, 2024
 - Natalie approved; Darrel seconded – all in favor.

Reports

Chair: Neemet McDowell

- Reviewed the school motto, “Servite Fortiter” (Serve ye bravely), as well as the mandate of the PA (as per the posted Constitution and Bylaws) which includes providing “financial assistance to the school” through fundraising, “hosting special events and extending warm hospitality to visitors, guests, and new parents”, and “coordinating teams of volunteers... to facilitate the various activities of the school”.
- The PA functions to support the whole school, ECE, all the way to Grade 12.
- A review of the recent years’ fundraising purchases to support the school, including, but not limited to:
 - The flooring cover for the new Sports Hall
 - Gazebo revamp
 - Senior school outdoor furniture, and creating more outdoor classroom space
 - Decodable books for primary school
 - Wall mounted TV in Glide Hall for special events
 - 200 foldable chairs for assemblies/events
- Planning has started for the Holiday Market & Fair, which is the main PA fundraising event, to be held on November 30, 2024.

Vice-Chair: Darrel Siegle

- Working on Holiday Market & Fair tasks, including the confirmation that Santa will be at the Fair.

Secretary: Position Open

- **Action item:** call for nominations and vote to fill position.

Treasurer: Ashley Hayek

- Approximate starting total ~\$9000 in PA account(s),
- 9 Vendors have already started registering for the Holiday Market.

Community Welfare: Kirsty Grant

- 90 cards have been written and distributed to members of the QMS school community.

Past-Chair: Natalie MacGregor

- Provided an overview of the annual QMS Holiday Market & Fair
- Average fundraising amount ~\$25,000 annually
- Market includes local Cowichan Valley small businesses, with ample space to hold significantly more vendors than last year
- Children’s fair with games, prizes and Santa; games need to be updated and revamped



- Food vendor, usually a BBQ run by a student group (as all local food trucks shut down by November every year)
- A candy and popcorn concession stand
- Halls are decorated, and decorations are needed. Taren offered a live Christmas tree, and Laura suggested collecting holiday decor in January after the holiday season is over to have available for future events.
 - **Action item:** January 2025, call-out for holiday decor drop off (date(s) TBD) and include in the Royal Reminder
- Raffle can raise ~\$10,000 alone
- Silent Auction: each grade is assigned a theme to donate related items to make up auction baskets, class reps' (parent volunteers) email respect fellow parents in their assigned grade to ask for donations, baskets and wrapping supplies. All baskets are wrapped a few days ahead of the market date by parent volunteers/class reps.

For Discussion and Updates

Staff Appreciation – usually held before the December break, and end-of-May every year, volunteers are needed to prepare and deliver food and drinks to staff rooms throughout campus.

Class Reps – parent volunteers (1 per grade) needed to connect with grade-specific parents to share information about upcoming PA volunteer opportunities, reminding parents about raffle ticket sales, collect donated items and basket-wrapping supplies for the Silent Auction held at the Holiday Market & Fair.

- **Action item:** PA to create an email to parents re: class reps and send to Jess/Heather. (Neemet)

Fundraising Ideas for 2024-2025

- Mabel's Labels (ongoing) - available all year round, link is on the website.
- Created by Kids Sept 2024
 - Cynthia provided an update. This fundraiser allows families to purchase custom cards, mugs, blankets, ornaments, puzzles, and other holiday gifts using artwork students have created, including the ability to use digital images or photos. Junior students will create their artwork during set class times, while senior school students can request the order forms from the senior school secretary. Nicky W assisting with marketing to the senior school students, and Hayley to post a reminder on the next Royal Reminder for parents.
- Holiday Market & Fair – planning meeting Monday, September 23, 2024, at 8:15am Karin Quinn Hall. All parents invited.
- Spring Baskets – tabled for February 2025



New Business

PA Meeting Times

- Current meeting times are (usually) the first Monday of each month (except January) at 8:30am.
- Evening meeting times have been requested; the experience over the past years has been evening sessions tend to be poorly attended.
- Suggestions included surveying parents regarding future PA meeting times, recording PA meetings etc.
- All meeting minutes are posted on the parent portal for reference, and all questions can be emailed to qmspac@qms.bc.ca.

Next Meeting: Monday, October 7th at 8:30am, preceded by a meet-and-greet starting at 8:00am, at Karin Quinn Hall (and via Zoom).

Meeting Adjourned at 10:14am (Neemet)

