



## Queen Margaret's School Parents' Association (PA) Meeting Minutes November 3, 2025

### Attendees:

#### PA Executive

Neemet McDowell (Chair)  
Darrel Siegel (Vice Chair)  
Taren Phillips (Secretary)  
Michelle Gergely (Treasurer)  
Asti Williams (Community Welfare)

#### QMS Staff

Heather Bartfai, Director of Alumni, Community & Donor Engagement

#### PA Members

Tina J-R., Heather M., Krystal R., Hilary N., Heather T., Catherine R., Lucy Z., Malti D., Cynthia L., Karla G., Jessica L-H.

- Call to Order 8:32am (Neemet)
- Territorial Acknowledgement (Neemet)
- Welcome and Introductions
- Attendance (recorded)
- Approval of Minutes from Oct 6, 2025
  - Darrel - approved; Lucy - seconded – all in favor.

### Reports

#### Chair: Neemet McDowell

- The focus has been on the HMF, and lots of awesome things are happening. Pre-orders are complete, Grade Reps have reached out to parents and donations are coming in. Neemet has been working with everyone on the team to get things ready for the fair.
- Also working on prizes for the Gala.

#### Vice-Chair: Darrel Siegle

- Darrel created an online system for accepting pre-orders and this year we saw an increased number of orders, 80% of which were placed online.
- Aim to move vendor sign-up online next year.

- Working on building the tree stand for the market and preparing raffle tickets for distribution.

**Secretary:** Taren Phillips

- This year's Children's Fair will be better than ever and we have lots of new games and activities to offer. We will be using a stamp that can be purchased allowing unlimited access to the games, bouncy castles, etc. There will also be games, crafts and colouring available free of charge.

**Treasurer:** Michelle Gergely

- General account balance \$20,784.02
- Gaming account balance \$183.36

**Community Welfare:** Asti Williams

- Sent a condolence letter to a family to offer support for their son who is going through cancer treatment.
- Wrote a letter to welcome our new Learning Support teacher.
- Working with the school to look at the most suitable option for a memorial to honour Xavier

**Past Chair:** Natalie Macgregor

- Building a golf game to donate to the school for the HMF. Looking into purchasing new games and crafts for the fair.

**Guest Speaker**

Heather Bartfai, Director of Alumni, Community & Donor Engagement

- Heather has many roles at the school and does everything but teach! 😊
- Her primary role is maintaining communication with alumni (refers to any student who has attended the school for a year or more) and the community.
- She is currently planning an Alumni Event in December for alumni in the Cowichan Valley.
- In regards to community relations Heather works with the PA as a liaison between the school and the parents, she is the Chair of the Gala Committee, coordinates the annual Lifer Dinner, Founders' Day celebrations, Alumni Day, Golf Tournament fundraiser, and more.
- Her door is always open and she enjoys meeting with parents over coffee to touch base on how students are doing and to pass on any feedback.
- QMS is a not-for-profit school that has charity status.
- All funds raised goes towards the donor's area of choice. Be it financial aid, athletics, program development, equestrian etc.
- Gifts in Kind donations include land, horses, cars – anything that is tangible
- Charitable tax receipts are provided for all donations given (over \$20)
- Heather stressed that it doesn't matter what you give, it's that you give and that all donations are greatly appreciated
- The school had 48% parent participation last year, which is incredible (compared to other independent schools) and we hope to build on that.



- December 2<sup>nd</sup> is Giving Tuesday, the International Day of Philanthropy.
  - All donations will be matched (up to a specified amount – TBC closer to).
  - \$162,000 raised last year!
  - PA hopes to donate \$5,000 this year to be matched (TBC)

### **For Discussion and Updates**

#### Staff Appreciation

- PA to give out holiday e-cards in early December, followed by treats in early February. Option to order cards by Created by Kids (2026)

#### Grade Reps

- We are still in need of reps for Grade 1 and Grade 11.

#### Created by Kids September 2025

- Total raised this year is \$2,201.10

#### Mabel's Labels (ongoing): 3 cheques received since August 2025

#### Holiday Market & Fair

- 23 vendors and two food trucks registered
- Raffle tickets will be sent home with all Junior school students and available for Senior school students to pick up. Top seller prizes in both Junior and Senior schools. Top class wins a pizza party!
  - Raffle tickets will be available for sale at the school on Nov.18<sup>th</sup> at the Grade 6/7 reception and at the Board Meeting on Nov. 20<sup>th</sup>
    - **Action Item:** Heather to create sticker labels for Raffle ticket envelopes.
    - Starting this year, raffle prizes will be arranged in May for the following year, to help streamline the process.
- Silent Auction donation baskets are now in the home rooms. Donations are due by November 22<sup>nd</sup>
- Silent Auction Basket Wrapping takes place at 8:15am on Wednesday, November 26<sup>th</sup>
- Pre-order Update (see below)
  - Orders have increased since last year.
    - Pre Order Sales 2025
      - Butter chicken: 220 (200 ordered, 20 extra)
      - Butter chickpea: 75 (67 ordered, 8 extra)
      - 8" Centerpiece: 30 (24 ordered, 6 extra)
      - Wreaths: 65 (54 ordered, 11 extra)
      - Candy cane Wreaths: 28 (22 ordered, 6 extra)
      - Poinsettias: 100 (76 ordered, 14 extra)



- Pre Order Sales 2024
  - Butter chicken: 180 (153 ordered, 27 extra)
  - Butter chickpea: 70 (55 ordered, 15 extra)
  - 8" Centerpiece: 15 (8 ordered, 7 extra)
  - Wreaths: 55 (38 ordered, 17 extra)
  - Candy cane Wreaths: 20 (13 ordered, 7 extra)
  - Poinsettias: 80 (70 ordered, 10 extra)
  - Consider adding photos of the items for marketing next year
- School group hoping to run the Concession this year. PA approves this idea.
- Consider running a food drive for next year's event.
- Investing in more games and craft supplies. Aiming to spend ~\$500. The games will be available for use for future school events.
- The Grinch will be making an appearance this year!
- Aim to apply for the gaming grant in January.
- Note that the popcorn machine will no longer be stored in PA storage (requests to go through Jess).
- Next planning meeting, November 17<sup>th</sup> at 8:15am in Karin Quinn Hall. All parents are invited.

#### Community Fun Night

- Was a great success! Looking forward to the next one in the Spring.

#### QMS Society AGM

- Is taking place on Thursday, Nov. 20<sup>th</sup>. All parents/guardians are welcome to attend.

#### New Business

- Discussion regarding the use of WhatsApp. Communication from the school and the PA must be sent via email. Private parent groups are welcome, but users are reminded to respect the privacy and security of people in the WhatsApp group.
- Feedback taken regarding communication moving forward. Complaint is that too many emails are being received. The hope is to make sure that parents/guardians are aware of upcoming events and fundraising initiatives and that notices aren't being missed. The PA will work with Heather on fine-tuning communication.

All meeting minutes are posted on the parent portal for reference, and any questions can be emailed to [gmspac@qms.bc.ca](mailto:gmspac@qms.bc.ca).

#### **Next Meeting:**

Monday, December 8 at 7:00pm via ZOOM

Meeting Adjourned, 10:05am (Neemet)

Incl: Addendum



## **Addendum to Queen Margaret's School Parents' Association (PA) Meeting Minutes Update Friday November 21, 2025**

### **Attendees (via virtual poll)**

#### **PA Executive**

Neemet McDowell (Chair)

Darrel Siegel (Vice Chair)

Taren Phillips (Secretary)

Michelle Gergely (Treasurer)

Asti Williams (Community Welfare)

#### **1) Giving Tuesday PA donation motion**

- a. Neemet put forth a motion to donate \$6,000 from the QMS PA General Account to QMS on Giving Tuesday, December 2, 2025, seconded by Asti, all in favor – motion carried.
- b. Cheque will be dropped off to the school on December 2, 2025.

**November Zoom Meeting Recording:** [https://qms-ca.zoom.us/rec/share/8hXxhlv2DEXUru3tmSecnhLtzKz958js\\_tYX3pn-anJyWHYkvj\\_eyaO2VZdHYcvu.3nqAx5csh58xJ1x3](https://qms-ca.zoom.us/rec/share/8hXxhlv2DEXUru3tmSecnhLtzKz958js_tYX3pn-anJyWHYkvj_eyaO2VZdHYcvu.3nqAx5csh58xJ1x3)

**Passcode:** ^57PaEtx

