

Home and School - Agenda

December 4, 2023 – Virtual– 7:30pm



Meeting Agenda

1. Welcome

Sandy, Corinna, Mimi, Rosemary, Tricia, Julia, Elizabeth, Nathalie, Melanie

1. Review and approval of minutes from **October 16, 2023** meeting

- Approved by Corinna
- Seconded by: Tricia

2. **AGM points for Discussion**

◆ Open Posts

- Secretary candidate - Melanie Metail
 - **Approved Corinna seconded Mimi (Sandy declared Win by acclamation)**
- Membership candidate Julia
 - **Approved Tricia Seconded Mel (Mimi declared win by acclamation)**

◆ Review of Budget voted in for 2023-2024 in May 2023

◆ Acceptance to be governed by the QFHSA Local Association Constitution for our meetings for 2023-2024

- Event/Fundraising Campaign Sponsorship Policy
 - Vote to approve any sponsors by the meeting before an Event is held – **Partnership request for donations should be sent to the QFHSA board of directors for approval**
 - For Capital Campaigns - vote to approve any sponsors during the campaign
 - Private / Corporate Sponsors must provide a CV / website / NEQ for their company to be reviewed by Home & School and attached to minutes of meeting during which vote to approve sponsor will be held – **Donors to be presented at H&S Meetings for approval before an event or if time does not permit an email sent with all details. Answer will be received within 1 week from the executive members.**
 - Once approved as a sponsor, funds must be on-hand before entering the budget of an event / campaign
- **Mimi Tabled motion: Membership of Home and School will allow for the executive members to rule on donations. (Funds left on hand would fall under the executive membership as well)**
 - **Seconded by: Tricia**
 - **Vote: PASSES**
- **Mimi to send letter of solicitation to Sandy to review. This can be used to get donors moving forward.**
- **Make a list of possible passive fundraisers to send to Rosemary for review to ensure a school department is not already doing it. (Don't want to step on toes)**
- **With possible corporate donors make sure we have a no competition clause so that we limit one type of business category for donations.**

2023-2024 Executive Committee

President – Sandy Symianick

Treasurer – Corinna Rake

Secretary – Melanie Metail

Membership – Julia Costa Dias


3. Overview of past months' activities and new business

- ◆ Open House **Great turn out. Having the students assist was amazing. Very engaged and helpful.**

4. Treasurer & Membership Report

- ◆ Presentation of current financial standing **at the moment we are at a deficit with -18.84 after paying what we need to.**
 - For 2024/2025 Need to Earmark Admin fees in the budget
 - For 2024/2025 Need to Earmark QFHSA Award/Conference
 - Re-evaluate the parent workshop budget for the 2024/2025 year
- ◆ Number of members to date **25**

5. Teaching Staff and Admin Report

- ◆  **[H&S Staff Report \(December 2023\).pdf](#)**
- ◆ Requests for fundraising? **Tabled – will set up a meeting simply for fundraising as this is a huge initiative that we need to put in place.**
- ◆ Requests for volunteers at school events? **Not at the moment. Rosemary mentioned possible job jars.**
- ◆ Request for Equipment
 - Phys Ed request for Speaker **Requested 2 if possible. Costco 129 + tax (149.45 ec tax in) Total amount needed for purchase 298.91\$**
 - **Mel Motioned: To allocate the funds for the purchase of 2 speakers for the Phys Ed department that will also be lent out to other departments**
 - **Seconded by: Tricia**
 - **VOTE: PASSES**

6. Music Band Boosters Request - Corinna to explain

- **The music department puts on a jazz show annually typically in February. This year they approached Corinna about using the H&S bank account and PayPal for selling and collecting the funds for online tickets to this event. Corinna advised Danielle she did not see this being an issue however asked that 2% of ticket sales be donated to the H&S for using our banking.**
- **The request for the 2% was denied and Danielle mentioned she would be more than ok with not having to pay this fee.**
- **Corinna Motioned: H&S will allow for the music department to use our PayPal account by proxy for this one instant of the jazz event through Corinna.**
 - **Seconded: Mimi & Mel**
 - **VOTE: PASSES**
- **Corinna Motioned: As far as the fee of 2% being donated towards the Home and School Corinna will make the end choice as it will be her time being used to facilitate this.**
 - **Seconded: Mimi**
 - **VOTE: PASSES**

7. Event Committees – Updates

- ◆ Comedy Night Report - talent secured
 - Joey Elias is not available but has offered a different group to do the show David Pride for the amount of \$1400
 - Should look into pricing with Neil Jenna as well as a secondary option
 - Fundraising by way of ticket sales needs to be done in advance to secure the talent.
 - Mel Motioned: Wait for funds on hand before signing a contract (To be signed by an executive member)
 - Seconded: Tricia
 - VOTE: PASSES
- ◆ Movie Night - new date needed as previous date cancelled due to Strike Motioned to table movie night into the new year or until the budget allows for it.
 - VOTE: PASSES
- ◆ Parent Workshop -
 - Dates Jan 16th, Feb 13th as of 7pm
 - Will go with February 13th to allow time for fundraising towards the event. As well as allow for time to market the event.
 - proposed speakers – Elisa Scar (2018) She would provide digital resources for all parents not only those who come to the event.
 - Budget as per allocations = \$400 Price for Elisa (\$600 + Tax at the moment we are missing \$289.90)
 - No fee to cancel should there still be an ongoing strike.
 - Other options would be a psychologist on how to work with emotions (\$500 tax in) OR Social worker to speak on developmental changes in adolescences and mental health (\$350)
 - Donor to be presented with all detail for review at the next H&S meeting. We have been told that based on the information available there would be no issue for the difference in price after we receive the donation. TDB for next meeting.
- ◆ Welcome back breakfast – tabled
- ◆ Uniform Swap (Mel & Brita) – update
 - Will be coordinating with the parent workshop event Feb 13 2024
 - Will work with Rosemary and the entrepreneurship project for assistance in collecting uniforms and creating a drop off area at the school.
 - Would like to be set up in the atrium for 6pm to allow for walk-ins and be ready for the parents who will arrive for the workshop.
 - Swap for sizing as well as sell to parents who may need uniforms. Pricing TBD at next meeting.
 - Will need to work on marketing for the swap to get out to students/parents A.S.A.P (Mimi will assist in the development of the flyer)
- ◆ Budding Artists - Tabled
- ◆ TSAW – ideas – Tabled
 - Mimi did mention quickly that she had already talked to Premier Moisson who have agreed to donate some food items 😊

8. Adjournment

- Motioned by: Elizabeth
- Seconded by: Mel

2023-2024 Executive Committee

President – Sandy Symianick

Treasurer – Corinna Rake

Secretary – Melanie Metail

Membership – Julia Costa Dias