

Willingdon Home & School Association

Regular Meeting Minutes

Date: September 16, 2025

Time: 7:00 PM

Location: Willingdon Junior Campus (in person)

1. Call to Order

The meeting was called to order at **7:00 PM** by Co-Chair **Kristy Cuevas**.

2. Roll Call / Attendance

Executive and Members Present:

- Jessica Doubt
- Silvana Crigna
- Ms. Eugenia Carystios
- Ms. Marie-Noelle Rivard
- Alex Ruaux (Website)
- Kristy Cuevas (Co-Chair)
- Daniela Fietta (Co-Chair)
- Adam Keith (Treasurer)
- Kristin Taylor (FSF)
- Veronika Gruntovskaya (Film)
- Roxanne Mirjah (Froyo)

- Nicholas LeBel-Buchanan (FSF)
 - Jessica Gaulin (Parent)
 - Roxanne Ross
 - Jono Aitchison (Film)
 - Caroline Bascao (Froyo)
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3. Welcome and Introductions

- Welcome delivered by Co-Chair **Kristy Cuevas**.
 - All attendees introduced themselves.
 - A brief description of the Home & School Association was provided for new parents:
 - Not a governing body.
 - School administration topics are not addressed at these meetings.
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4. Meeting Structure and Voting Procedures

- **Quorum:** Defined as the total number of sitting executive members, minus one.
 - **Vacant Positions:** Communication role remains unfilled; quorum is therefore calculated on filled positions minus one.
 - **Voting Eligibility:** Members who paid dues last year are eligible to vote this year.
 - Annual activity report will be submitted as required.
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5. Approval of Agenda

Motion: To approve the agenda.

- **Moved by:** Kristy Cuevas
 - **Seconded by:** Nicholas LeBel-Buchanan
 - **Outcome:** Motion carried unanimously.
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6. Principal's Report (Ms. Carystios – 5 minutes)

- **Transportation:** Electric bus situation remains unresolved. Walking students between campuses is unsustainable. Parents asked to assist with transportation when possible. One shuttle remains for base children.
 - **Safety Drills:**
 - Fire drill completed today; successful.
 - False alarm occurred later due to reset error after a power outage.
 - All fire drills to be completed by end of October.
 - Lockdown drill scheduled for January.
 - Emergency relocation sites: Royalvale (primary), St. Catherine Sienne (senior campus).
 - **Facilities:** Maintenance issues with alarm reset noted.
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7. Membership Report (Daniela Fietta – 2 minutes)

- Annual fee to be paid and executive list submitted.
 - Membership drive will be tied to Froyo and Pizza programs.
 - Required percentage of membership must be reached to maintain standing with QFHSA.
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8. Communications Report (Kristy Cuevas – 5 minutes)

- One email circulated to date (Corn Roast and this meeting).
 - Upcoming email will include Pizza, Froyo, and QFHSA membership information.
 - New checkout process has been integrated into the website.
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9. Website Report (Alex Ruaux – 5 minutes)

- Website migrated from former host (previous cost exceeded \$1000 annually).
 - Hosting now provided by Alex's company at no charge.
 - Future website revamp and reorganization planned.
 - Transitioned from WooCommerce to **Zeffy**, which absorbs processing costs (donation option available).
 - Home & School calendar includes Ped Days and event days; subscribing syncs events to personal calendars.
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10. Treasurer's Report (Adam Keith – 5 minutes)

- Opening balance: **\$5,000** (target starting point annually).
- Allocations:
 - \$1,000 FSF
 - \$1,000 Grad
 - Corn Roast, Book Fair, Froyo budgets consistent with prior years.
- Froyo proceeds: Traditionally split 50/50 between Grad and H&S (last year: \$6,500).
- **Motion:** Cap Froyo contribution to Grad at \$3,000 annually.
 - **Moved by:** Adam Keith

- **Seconded by:** Kristy Cuevas
 - **Vote:** Unanimous approval.
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11. Family Support Fund Report (Kristin Taylor – 5 minutes)

- FSF Application Deadline: **September 26, 2025** (to be promoted at Curriculum Night).
 - Teachers encouraged to notify administration if students lack supplies.
 - Extra supplies available in H&S room.
 - Suggestion: Begin outreach in June for following school year.
 - Teachers to flag students without lunches; communicate with VP/Principal.
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12. Business Arising

1. Volunteer Requirements:

- Code of Conduct, NDA, and Police Checks required for all volunteers at all campuses.
- Event leads responsible for ensuring compliance among volunteers.

2. Defined Roles and Responsibilities:

- Leads must inform Co-Chairs of any changes.
 - Roles should be transferable; Google Docs will be created for each lead.
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13. Committee and Event Reports

- **Corn Roast:** Volunteer link active; corn ordered; shucking begins at 3:00 PM. Games 5–8 PM. Possible student involvement post-dismissal.

- **Pizza Day & Froyo:** Planning underway.
 - **Book Fair:** Dates – Nov. 19 (students), Nov. 20 (Parents' Night), May 8 (students). Need Grade 5–6 level book donations; will request community and check thrift stores. Board games and puzzles also requested.
 - **Teacher & Staff Appreciation Week:** Coordinator needed.
 - **Grad Committee:** School to issue volunteer call; Froyo coordinator required. Fundraisers must be identified early for H&S/GB approval.
 - **Community Book Fair:** Coordinated by Kristy and Daniela.
 - **Halloween:** Coordinated by Kristy and Daniela; working with Dr. Kat and Jessica Doubt.
 - **Film Festival:** Coordinated by Veronika and Jono. Scheduled April 17, 6–8 PM, Sr. Campus. Existing festival website exists but should be hosted under Willingdon's.
 - **Holiday Market:** Coordinated by Kristy and Kristin.
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14. Votes and Budget Approvals

1. **Halloween Budget:** \$1,000
 - **Moved by:** Daniela Fietta
 - **Seconded by:** Adam Keith
 - **Vote:** Unanimous approval.
 2. **Kindergarten Sashes:** \$180
 - **Moved by:** Veronika Gruntovskaya
 - **Seconded by:** Kristy Cuevas
 - **Vote:** Unanimous approval.
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15. New Business / Varia

- Reminder: New activities require Governing Board approval.
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16. Adjournment

Motion: To adjourn at 8:27 PM.

- **Moved by:** Kristy Cuevas
- **Seconded by:** Veronika Gruntovskaya
- **Outcome:** Carried unanimously.

Next Meeting: Date to be confirmed; will be communicated by **September 26, 2025**.