

Willingdon Home & School Association

Annual General Meeting (AGM) Minutes

Date: Thursday, June 25, 2026

Time: 7:00 p.m.

Location: Virtual (Zoom)

Members Present

Beash Kanaan, Silvana Crigna, Vanessa Lee Bosh, Daniela Fietta, Veronica Santaguida, Veronika Gruntovskaya, Kristin Taylor, Nicholas LeBel-Buchanan, Kristy Cuevas.

1. Call to Order

The meeting was called to order at 7:00 p.m.

Chairs: Kristy Cuevas and Daniela Fietta

2. Approval of Previous AGM Minutes

Motion: To approve the minutes of the previous Annual General Meeting.

Moved by: Daniela Fietta

Seconded by: Kristy Cuevas

Carried unanimously.

3. Approval of Agenda

Motion: To approve the agenda for the June 25, 2026 AGM.

Moved by: Veronica Santaguida

Carried unanimously.

4. Treasurer's Report

Presented via written report by **Adam Keith**.

Financial Update

- Final year-end reconciliation is still pending until all June transactions have cleared.
- Remaining Grade 6 graduation expenses will be paid before the books are finalized.
- Final WooPayments from June will be incorporated into the September financial report.
- Current bank balance is approximately **\$3,269**, with remaining graduation expenses still to be deducted.
- Expected year-end operating balance is approximately **\$2,000** once all outstanding items are reconciled.
- Book Fair revenue will be transferred to the Family Support Fund (FSF).
- The association typically begins the school year with approximately **\$5,000**; this year will end below that amount, resulting in a small operating loss.
- Major early-year expenditures include:
 - Corn Roast
 - Family Support Fund programming
 - Initial Grade 6 graduation funding
- Revenue from Mini Bistro, Pizza Days and Frozen Yogurt Days will replenish funds beginning in the fall.

A finalized Treasurer's Report will be added to the notes when it is received.

5. Teacher's Report

A written report was submitted by **Mme. Marie-Noëlle Rivard**.

Highlights included:

- Appreciation for the Home & School Association's dedication throughout the school year.
- Recognition of the positive impact volunteers have made on the Willingdon community.
- Best wishes for a restful and enjoyable summer.

6. Principal's Remarks

Silvana Crigna thanked the executive and volunteers for their commitment throughout the year.

Discussion points included:

- School events have significantly improved school spirit and community engagement.
- Appreciation for the many volunteer hours contributed.
- A request for:
 - improved communication,
 - quicker responses to requests,
 - more timely email correspondence going forward.

7. Website Report

Presented by **Alex Ruaux**.

Notes to be included at a later date.

8. Family Support Fund (FSF) Report

Presented by **Nicholas LeBel-Buchanan** and **Kristin Taylor**.

Highlights:

- The Family Support Fund supported **14 students** through Mini Bistro and field trip assistance during the year.
 - Grade 6 graduation activities and senior field trips represented significant expenses.
 - Grade 5 and Grade 6 field trips continue to increase costs.
 - Earlier fundraising should be considered to ensure adequate funding throughout the year.
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9. Grade 6 Graduation Committee Report

Presented by **Vanessa Lee Bosh** and **Veronika Gruntovskaya**.

Committee Highlights

- Vanessa and Margo served as Co-Chairs.
 - The Yearbook required a significant time commitment and should only be undertaken by volunteers able to dedicate sufficient time.
 - Overall graduation budget was approximately **\$14,000**.
 - Committee recommends maintaining or modestly increasing this budget in future years.
 - Fundraising included:
 - Two bake sales
 - Felix & Norton Cookie Fundraiser (approximately \$4,000)
 - Direct family donations
 - Grocery store fundraising remains an option but requires approximately six months advance planning.
 - Parents should receive communications through multiple channels (email, social media, paper notices).
 - Additional fundraising should occur earlier in the school year, prior to the December Grade 6 trip.
 - Remaining funds were used for teacher class gifts.
 - Vanessa will provide all committee documentation to next year's committee to assist with transition.
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10. Executive Elections – 2026–2027

The executive reviewed responsibilities associated with each open position.

Co-Chair Responsibilities

- Liaison with school administration
- Governing Board representation
- Event approvals and scheduling
- Volunteer coordination
- Budget oversight with Treasurer
- Initial organization of the Graduation Committee
- Constitution and By-law maintenance
- Oversight of Halloween and Year-End events

Secretary Responsibilities

- Meeting preparation
- Minute taking
- Email management
- Volunteer database
- QFHSA correspondence

Family Support Fund Co-Chair

Discussion noted that two volunteers worked well in the role this year.

Responsibilities include:

- Mini Bistro coordination
- Field trip assistance
- Holiday gift cards
- Student emergency assistance
- Holiday Market
- Monthly meal orders
- Weekly communication with administration
- Coordination with Treasurer
- Winter clothing requests
- For future can request books as gifts through QFHSA

Beash Kanaan expressed interest in serving as FSF Co-Chair and assisting with technology and email management.

Communications

Discussion included:

- Canva and Gmail continue to be the preferred communication tools.
- Weekly newsletters have been discontinued due to limited effectiveness.
- Paper flyers proved to be highly effective this year and should continue where appropriate.

Succession Planning

Daniela will develop a comprehensive executive playbook to improve future leadership transitions.

Call outs regarding open executive positions will continue during the summer.

11. Budget Approvals

The proposed starting budget for the 2026–2027 school year was presented.

Item	Approved Budget
Grade 6 Graduation	\$3,000
Family Support Fund	\$1,000
Corn Roast	\$600
Boo Hoo Breakfast	\$200

Motion: To approve the proposed starting budget for 2026–2027.

Moved by: Nicholas LeBel-Buchanan

Seconded by: Veronica Santaguida

Carried unanimously.

12. Other Business

Scholastic Rewards

- Remaining Scholastic Rewards balance will be confirmed, as several hundred dollars may still be available.

School Supply Campaign

- Campaign is currently underway.
- Kristy will schedule reminder communications.

Communication

Discussion continued regarding parent communications.

Key points:

- Some families continue to report not receiving emails.
- Transitioning from Mailchimp to Gmail has improved delivery but has not eliminated the issue.
- Paper flyers were considered an effective supplement and should continue when appropriate.

2026–2027 Planning

Following dates proposed for H&S 2026-27 calendar of events for administrative approval upon Silvana's return in August.

The first Home & School meeting is tentatively proposed for **September 15 or 16, 2026**, at which time the meeting schedule for the year will be finalized.

Tentative Event Dates

Boo Hoo Breakfast

- September 1–2 - Approved with Admin

Corn Roast

- September 10 - Approved with Admin

Pizza Days

- October 23
- November 13
- December 11
- January 29
- February 19
- March 25 (Good Friday on March 26)
- April 23
- May 21

Frozen Yogurt Days

- November 5
- December 3
- January 20

- February 4
- March 11
- April 8
- May 6
- June 10

Book Fairs

- November 18
- May 13 (April date to be explored)

Teacher & Staff Appreciation Week

- February 8–12

K4 & K5 Breakfast

- December 10

Year End

- June 4
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13. Adjournment

Motion: To adjourn the meeting.

Moved by: Daniela

Seconded by: Veronica Santaguida

Motion carried.

The meeting adjourned at approximately 8:15 p.m.