Willingdon Home & School Meeting Agenda

Location: Online at https://meet.google.com/rhd-bbwx-vus
Date: Tuesday, November 11, 2026
Time: 7:30pm - 9:00 pm

Agenda items

1. Welcome
2. Approval of Agenda
3. Approval of Meeting Minutes
4. Principal's Report (5 mins)
5. Membership report (Daniela 2 mins)
6. Communications (Daniela on behalf of Alicia 5 mins)
    a. Parent survey results: preferred methods of communication
7. Website report (Alex 5 mins)
8. Treasurer's report (Adam 5 mins)
    a. Current financial standing
    b. Fundraising revenue and expenses
9. Family Support Fund Report (Daniela 5 mins)
    a. Holiday gifts will be done similarly to last year and will include: 100$ gift card/family, toy drive gifts, single parent gifts, books and winter pjs.
        i. Carolyn's Toy Drive - numbers submitted
    b. Book donation from QFHSA for the holiday gift
    c. Winter gear: fundraiser proposed for end of November
10. Business Arising
    a. Holiday Market – November 21
        i. Vendor registrations, including student entrepreneurs and families
        ii. Volunteer recruitment and scheduling
        iii. Setup arrangements for November 20 (BASE/gym availability)
        iv. Family photography: confirmation and arrangements with Jono
        v. Budget and event logistics
    b. Book Fair – November 18
        i. Final preparations and volunteer schedule
        ii. Setup, operation and takedown

c. Parent-Teacher Interviews – November 19
    i. Staff refreshments
    ii. Volunteer contributions: baked goods, fruit, snacks and drinks
    iii. Budget $250

d. Pizza and Froyo
    i. Final order numbers and comparison with last year
    ii. Master lists and volunteer coordination
    iii. Grade 6 reschedule for February pizza date

e. Open House
    i. Volunteer requirements
    ii. Home & School information table (AM and PM coverage)

f. Kindergarten Holiday Breakfast – December 10
    i. Event planning and volunteer lead
    ii. Supplies and logistics

g. Spirit Wear Campaign
    i. Campaign launch and timeline
    ii. Pricing and fundraising margin

11. Outstanding Action Items
    a. Review outstanding tasks from October:
    b. Complete old Gmail auto-reply and forwarding setup.
    c. Update Zeffy and RBC contact information.
    d. Populate the volunteer database with names, contact details, years of service, forms and background-check status.
    e. Confirm the volunteer sign-up process and database information with team leaders.

12. Lost and Found
    a. Discuss current situation and any proposed plans for managing or distributing unclaimed items.
13. Varia
14. Adjournment: Next Meeting is set for December 8, 2026