

WILLINGDON ELEMENTARY
HOME AND SCHOOL EXECUTIVE COMMITTEE MEETING
September 7th 2016

Present: Mary Ellen Kenny, Luisa Carpio Mak, Tom Bock, Catherine Lavoie, Chelsea Henman

Openings and Introductions: The meeting commenced at 7:10pm. Approval of September Agenda with additions and corrections: moved by CHenman, seconded by CLavoie. Approval of June 13th Minutes with additions and corrections: No additions or corrections.

President's Report (Mary Ellen Kenny, Luisa Carpio Mak)

We discussed the present numbers of our Home and School Executive Committee. With fewer Home and School executive members this year, it is the desire of the co-presidents ME Kenny and LCarpio Mak to re-delegate/redistribute some of the roles and responsibilities this year.

We will be seeking a membership coordinator to take care of QFHSA membership and volunteer lists as well. We will also be seeking a person whom Tom could be coaching this year to take his place next year as VP of Communications. ME Kenny and LCarpio Mak have someone in mind.

The role of the Home and Schools' Facebook page came up but it has been tabled for the moment.

Home and School meeting dates were established for the school year: The Home and School executive must meet two times within a three month period and hold two open school meetings per year minimum, not including the AGM. Therefore, our meeting dates will be as follows: Wednesday September 21st, Tuesday October 11th, Wednesday November 9th, Tuesday December 6th (if necessary), Wednesday February 8th, Tuesday April 4th and Wednesday May 3rd. The June AGM is still TBD.

We have determined that Home and School meetings will be held at 7:30pm, going forward.

It is critical that we hold a second meeting in September and invite all event coordinators to come, in order to be well organized this year.

Regarding donations by parents to the Willingdon Home and School Association, ME Kenny will ask ABurns to follow up with the QFHSA about tax receipts for donations over \$25.

Treasurer's Report (Mary Ellen Kenny for Andrea Burns who was not present)

Our opening balance this year was \$12,476. For more details please refer to the Treasurer's full Report.

As a special note, last year's Funfair raised over \$4000 which is good but not a large sum if it would have been considered at fundraiser, especially for the amount of work that went into it. Therefore we will consider Funfair as a community building activity and any profits will be thought of as a bonus.

Our financial commitments for the year are as follows:

<u>Commitment:</u>	<u>Amount:</u>
Baratanga	\$3000
Plaque Honoring Mrs. Penny	\$200 (already payed? Check with Andrea)
Family Emergency Fund	No amount set, to be beefed up though
New Sound System	No quote yet (we may simply rent our sound equipment this year from the QFHSA)

Upcoming Events

Baratanga (our beginning of year event) has been rescheduled to take place on September 19th and 20th, therefore we can now use the gym for this activity.

We will be in search of new coordinators to manage certain events and activities this year and will do a call out on curriculum night to attract volunteers. Please see table for detailed list of our needs.

Other Business

QFHSA Membership: Families should be encouraged to support the QFHSA because they provide resources to support all the Home and School Associations in Quebec. Tom will send out an email this week urging people to sign up for a QFHSA membership this year.

Communication: We have determined that sending out big emails about upcoming events is not the best means of communication. Going forward, we will put out emails highlighting one event at a time.

Chess: Discussion about this activity has been tabled for now due to time constraints.

Sound Equipment: ME Kenny and LCarpio Mak will follow up with the VP about our exact needs. Again, we could possibly just borrow or rent speakers from the school board, as a more economical option.

Globes, maps and other research tools for the Library: Tabled for now.

Honey Bee Hives: TBock suggested the idea of installing honey bee hives on the roof of the school. It could be used as a teaching tool for Mrs. Kathleen. TBock will look into it.

Stationary Bikes: CLavoie brought up the idea of having one or more stationary bikes in the school for children as a way to vent frustration or burn off excess energy during class time. CLavoie will look into it.

Closing Comments

There being no other business, the next Home and School Meeting is to take place on September 21st at 7:30pm. This meeting was adjourned at 8:45pm on a motion by CLavoie, seconded by TBock.

Minutes respectfully submitted by Chelsea Henman,

Home and School Secretary

Coordinator Positions:

Event or Task	Coordinator(s)
Membership (QFHSA)	Genevieve Trudeau (for fall mainly)
Volunteer Lists	Renee Boudreau will take on fall rush
Halloween	Jayne Hill (needs a co-chair)
Bake Sale	Genevieve Trudeau
Spelling B	Coordinator Needed (lost Mark Boghan)
Math Challenge	Coordinator Needed
Geography Challenge	Coordinator Needed
Lost&Found	Coordinator Needed
Movie Night	This event has been tabled for now
Teacher Appreciation Week	Coordinator Needed
Freezie Friday	Coordinators Needed (HS/grad committee will co-chair this activity and split the proceeds)
Caroling & Food Drive/Holiday Craft Fair	Sharon Sweeney (with support)
Fun Fair	Luisa Carpio Mak/Mary Ellen Kenny will do it for one more year
GMAA (Sports)	Tom Bock
Late Slip Coordinator	Edith Vasalinskas
Lice Check Coordinator	School nurse will take over
Winter Carnival	Coordinator Needed
Pancake Breakfast	Meghan Donovan
Music Concert	Music teacher will take over
Open House	Kathelijne Keeran
Willingdon Gear Sales	Coordinator Needed

Action List from September 7th Home and School Minutes

- Check with ABurns who will check with QFHSA about tax receipts for donations over \$25.
- Check with ABurns about whether plaque honoring Mrs. Penny was already payed for.
- Tom to send out an email this week urging people to sign up for a QFHSA membership.
- Follow up with VP about our exact needs regarding sound equipment; find out from QFHSA if we can rent equipment from them.
- TBock to look into the idea of installing honey bee hives on the roof of the school.
- CLavoie to look into the idea of having one or more stationary bikes in the school.
- Seek out someone Tom could be coaching this year to take his place next year as VP of Communications.