

Willingdon Home & School Association Meeting Notes

June 26, 2024 at 7:00pm - Online

Alex Ruaux, Daniela Fietta, Kristy Cuevas, Ken Richardson, Andrea Gordan, Adam Keith, Nicholas LeBel-Buchanan, Margo Stewart, Roxanne Mirjah, Emily Cuellar-Villeneuve, Kristan Taylor.

1. Welcome (Kristy)
2. Approval of minutes from the previous meeting - Meeting minutes were not found from the prior year.
3. Approval of agenda
 - a. Veronica - Approve, Andrea - Second
4. Treasurer's report (Adam - 5 mins)
 - a. The balance is around \$10,000. Total from pizza \$3500, froyo broke even (we share profits with grad). We have about \$300 left over in grad and \$4000 in FSF. This doesn't include the grand finale event in these financials.
 - b. Grad looks off. . . . When Margo ran her budget she had about \$20 left over, not this much. Need to review this. Margo will send the tracker to Adam and the group will review it. All receipts have been handed in, for grad. \$11,777 was the total spend for grad. Deposits and hoodies were paid for in the winter \$2000ish, early June \$3100ish in deposits, and the yearbook was \$2500ish. We will review the output with the tracker, and will deep dive after the final bank statement is available.

TREASURY REPORT / BUDGET SUMMARY
WILLINGDON HOME AND SCHOOL ASSOCIATION – JUNE 2024 (AGM)
(NUMBERS CORRECT UP TO JUNE 21st)

BANK BALANCE TRACKING
CURRENT BALANCE \$ 21,032.18 June 21, 2024

TRACKING MONTHLY	Feb-24	Mar-24	Apr-24	May-24
Balance	29034.92	31926.01	21484.15	17603.9
Difference on previous month	2942.43	2892.09	-1041.88	-880.25

BUDGET LINES - SIMPLIFIED

Statement Item	INPUT	OUTPUT	BALANCE
FSF	21000	3830.65	\$ 4,269.35
Graduation (GRAD)	500	11777	\$ 7,310.85
H&S General Fund (H&S)	3282.73	53202.49	-\$ 1,832.19
TOTAL BUDGETED			\$ 9,825.81
BANK BALANCE June 21, 2024			\$ 21,032.18
CHEQUES TO BE CASHED			\$ 6,758.70
Unaccounted budget / balance (or additional H&S)			\$ 4,447.87
PLANNED BUDGETED ITEMS			\$ -
Forecast Pizza			\$ -
Forecast FROYO			\$ -
PROJECTED BUDGET (without future input)			\$ 14,273.48

PIZZA UPDATE: MADE \$3,683

8 COMPLETED PIZZA DAYS

\$ 18,357 COSTS SO FAR
\$ 2,295 average cost per Pizza Day
\$ 18,357 Projected Total Pizza costs (all 8)
\$ - Remaining Pizza costs

\$ 22,041 TOTAL PIZZA BUDGET
\$ 3,683 MARGIN

FROYO UPDATE: MADE \$295

8 COMPLETED FROYO DAYS

\$ 5,887 COSTS SO FAR
\$ 736 average cost per FROYO Day
\$ 5,887 Projected Total FROYO costs (all 8)
\$ - Remaining FROYO costs

\$ 6,182 TOTAL FROYO BUDGET*
\$ 295 MARGIN

*nothing 50% of all FROYO donations go to GRAD

- Woopayments updated up to April 30 only – there is ~\$5,000 to be aligned to the various budgets (this will take up the unaccounted budget)
- Note cheques still need to be cashed – including for Scholastic Society

- c.
- d. Daniela thinks we are closer to \$5000 to start the year.

5. Family Emergency Fund report (Margo 5 mins)
 - a. We wrapped up the final ordering of the lunches, we didn't do end-of-year gftcards this year. Margo is open to answering Kristan and Nicholas's questions about the family support fund.
6. Grad Committee (Margo)
 - a. Grad recap. It was hard with the heat, but the DJ, photographer, and other providers were great. The new DJ was \$1000 vs the \$5000 prior year and he was amazing, Margo suggests using this supplier again. There are lots of Hollywood decorations left over, and the Red carpet and popcorn outside was amazing. The photo opportunities were amazing. The kids all seemed to enjoy it. Margo will send the contact information from the suppliers to Kristy to share on the grad drive.
7. Other business (20-30 mins):
 - a. Confirmation of returning executive members
 - i. Nominate Veronica for secretary for an additional term - Nominate - Daniella and Kristy, Second - Adam.
 - b. Voting of new executive members
 - i. Nominate Nicholas and Kristan for FSF chair - Nominate - Kristy, Second - Adam
 - ii. Nominate Alex for Website Coordinator - Nominate - Kristy, Second - Andrea
 - iii. Need a communications chair - Pending. It is for a 2 year term and about 1-2 hours a week of work.
8. Varia
 - a. Goals this year are to bring the community back together after covid.
 - b. The constitution hasn't been updated since 2016, Kristy and Daniela are going to go over it and update it as required.
 - c. QFHSA will be reviewed to make sure things are all in place in terms of banking, quorum, and the makeup of the executive.
 - d. When does the grad call-out go out? The answer is early next year. Admin sends an email to the grade 6 parents.
 - e. Who will be doing Halloween next year, we need to make sure that happens early, as last year was a rush.
 - f. We will get the email list by grade and upload into MailChimp at the start of the year.

Adjournment - Next Home & School meeting will be in September 2024.

Move to adjourn - Daniela, Second - Veronica