

**Willingdon Home and School Association
Meeting Notes
October 15, 2024 at 7:30pm
VIA ZOOM**

**Co-Chairs: Kristy Cuevas and Daniela Fietta
Treasurer and Membership: Adam Keith
Communications Chair: Josh Goldberg
Website Coordinator: Alex Ruaux
Secretary: Veronica Santaguida
Family Emergency Fund Co-Chairs: Nicholas LeBel-Buchanan and Kristin Taylor**

Jessica Doubt, Kristan Taylor, Kristy Cuevas, Veronica Santaguida, Alex Ruaux, Josh Goldberg, Yemen Belazzoug, Adam Keith, Daniela Fietta, Andrea Archabald, Rebecca Diehl, Adam Keith, Carolyn Bouchard, Nicolina Servello.

1. Welcome (K or D)
 - a. Welcome Ymene Belazzoug, the teacher representative
2. Approval of Minutes: Approve - Josh, Second - Alex
3. Approval of Agenda: Approval - Daniela, Second - Kristan
4. Principal's Report (5 mins)
 - a. Photo Day is 25th of October. We need 2 volunteers for JR and 1 for Sr. Veronica asked to double that. Jessica to check if they bring staff.
 - b. Camp trip went well. 5 and 6 students went to the cross county run. Terry fox events at Royal Vale for a few kids. Truth and reconciliation walk around the neighborhood.
 - c. October 18th teachers convention. No school or base.
5. Business Arising
 - a. Food Drive Update - Carolyn
 - i. Everything is on track except for posters. We don't have any volunteers to print. Carolyn can get them printed, can home and school pay for the posters? Budget? Carolyn didn't get volunteers from the home and school email. School email will include the information and request for volunteers. Can we call it out on the socials? Carolyn to request a budget and we will e vote this week.
 - ii. UPDATE: A budget of \$50 for printing was approved 10/17/2024
 - b. Book Fair - Replacement Discussion
 - i. Used book sale, books are being collected. The word is being spread in Newsletters and on Socials.
 - ii. Babar, located in Pointe Claire, only books, Margo is looking into it. Veronica to provide any follow up.
 - c. List of dates for activities approved by Silvana.
 - i. A few issues:

1. Feb 6 – grade 6 is at camp. SOLVE: Froyo will be served on the closest Monday
 2. Jun 6 – grade 5 is at camp. SOLVE: End of year event starts at 4pm, so it shouldn't be an issue.
 3. Feb 14 – is a Ped Day. SOLVE: Not a conflict, its teacher appreciation, and we will simply put all of our activities into 4 days.
 4. No need to change any dates.
- d. Dates of concerts - so we can decorate (all of these dates in a calendar?)
 - i. Don't need them in the calendar, we just need to know internally.
- e. Internal Communication
 - i. Too much overlap and duplication of work. Veronica, Kristy and Daniela all forwarding to other members. Issue to be discussed offline. UPDATE: A solve is in place utilizing email folders and slack.
- f. Dance party fundraisers
 - i. Nicolina/grad. This needs to be proposed to the grad committee, then shared with admin and school council and governing board. Grad committee meets this Thursday the 17th. Next governing board meeting in November.
6. Membership report - (Daniela - 2 mins)
 - a. We are at 31 for membership. In the next newsletter, we will do the final push. Daniela to hand it over to Veronica to submit.
 - b. QHFSA needs payment and membership list. Veronica to work with Alex on who has a membership, name and full address, as well as the total amount of dues. Tell Daniela how much to send. All needs to be done by the end of October.
7. Communications (John 5 min)
 - a. H&S newsletter - Doing well. The whole school is added at the start of the year. Of course some can get missed, but the list will be refreshed again this week. There is also a sign up form on the website, but it seems like there is a bug.
 - b. Social media posting
 - c. Requests for volunteers
 - i. 70 parents have volunteered. Can we turn that list into a mailing list for when we need help? Batch request. Home and school and School accounts are run separate, But we cross promote for each other. Who runs the school account now? Currently Eugenia.
8. Website report (Alex 5 mins)
 - a. Update on volunteer sign up process. It seems to be working well.
 - b. Class list for pizza and Froyo online - Who manages this cross-checking? - Kristy.
 - c. Pizza and froyo will open again at the end of October and will NOT open again for the rest of the year. Veronica to send Kristy the list of people who missed out.
 - d. For next year, have a "did you miss the pizza sign up", the day after the first pizza day. We will approach it differently next year. Sticking to a list format allows us to be more responsive.
 - e. Adam suggested a wait list. Kristy, Alex and Daniela are taking it offline.
9. Treasurer's report (Adam - 5 mins)
 - a. Update on Pizza and Froyo Numbers, Grad starting funds.

- b. Adam is going to include planned budgeted items going forward. \$29K has been spent out of the \$43K
- c. Cornroast came in under budget. Renting equipment and sourcing corn saved a lot of money. \$1600 is the cost for a pizza day. Last year it was \$2300. Last year we made \$4K on pizza this year by the end we should make \$11K.

BUDGET LINES - SIMPLIFIED					
		STARTING BUDGET	INPUT	OUTPUT	BALANCE
	FSF	1000.00	2235.00	540.00	\$ 2,695.00
	Graduation (GRAD)	1450.00	3140.00	296.63	\$ 4,293.37
	H&S General Fund (H&S)	3101.08	36097.36	3390.96	\$ 35,807.48
CURRENT BUDGETED					\$ 42,795.85
BANK BALANCE					\$ 42,725.94
Unaccounted budget / balance (or additional H&S)					-\$ 69.91
PLANNED BUDGETED ITEMS					\$ 28,647.15
	Forecast Pizza				\$ 11,245.15
	Forecast FROYO				\$ 5,152.00
future events	Halloween - October 31				\$ 500.00
	TSAW - Feb 10-14				\$ 2,500.00
	Pancake breakfast: March 22				\$ 600.00
	End of Year Event				\$ 8,000.00
	GRAD carpet				\$ 650.00
PROJECTED BALANCE (without future input)					\$ 14,078.79

estimated

10. Family Support Fund Report (Kristin 5 mins)

- a. Mini bistro lunches - Nicholas is taking lead on this. They would like to see what the numbers were for last year to compare this year. Jessica will be the main line of communication with the families.
- b. Fundraising Opportunities - Holiday Market was approved. Just need to confirm what time we need access to the building. We also need to inform EDP if we need the space the day before. Kristan to connect offline with Christina and Daniela. Need to request a caretaker for Saturday.
- c. Adam will give Kristan figures from previous years regarding the FSF.
- d. Deadline is next Friday for Carolyn's toy drive. So make sure name are submitted ASAP.

11. Volunteering - Covered most items previously.

- a. Lost and found - Alex is happy to take the lead on lost and found. There is a button on the website to the lost and found.

- b. Toy Drive – End of October
 - c. Picture day volunteers 1 Sr, 2 JR
 - d. TSAWA - Team to be developed in November. Kristy and Daniela to do the first round of teacher appreciation.
 - e. Use list of extra pizza and froyo volunteers to get involved in other activities
12. Grad Committee - Andrea
- a. It Has 20 members so far. Legacy gift, year book and such is all coming together. Need a coordination for photo collage and fundraising. Graphic designer is in progress for the clothing. The first meeting is Thursday the 17. It's only been shared with those who have stepped forward, to volunteer. Grade 6 teachers are going to rotate. Fundraising will be developed and shared when they can.
 - b. Bakesale with the book sale Nov 19th.
 - c. Andrea got Margos budget from last year.
 - d. There was a call to grade 6 parents for a direct donation, Andrea is going to start doing that anytime. It will be set up on the website and be sent via email soon.
 - e. Balance out apps for grad and FSF. Make sure to coordinate.
13. Votes & Budget approval:
- a. Waiting for a proposal from Carolyn on poster printing for an e vote. UPDATE: \$50 was proposed and approved.
14. Varia
- a. Heritage page update - Revisit in November.
 - b. Community book fair, would like to use the mini gym. Usually it is done in the draper cafeteria, we would prefer the mini gum. Set up Nov 13 evening and Nov 14th during the day Thursday.
 - c. Jessica says it shouldn't be a huge problem, she will confirm.
 - d. Halloween/Nicolina: 10 volunteers so far. Alex can we do a halloween signup? Dates, time, tasks. Nicolina will send all details over to Alex. Josh will send it out in an email, It can go out on Thursday, for the food drive, and halloween. Whole community and 2 days before use the email list for the 70 people in the volunteer list. Nicolina to send a proposal for a larger budget.
 - e. Pumpkin parade communication to come.
 - f. In January Veronica will take over the insurance responsibility.

Adjournment: Move to Adjourn -Kristy. Second - Carolyn. Meeting Close 8:57

Next Home & School meeting will be on Tuesday November 12th at 7:30pm