

**Willingdon Home and School Association
Meeting Agenda
April 1, 2025 at 7:30pm**

**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**

Attendees:

Jessica Doubt, Ymene Belazzoug, Kristy Cuevas, Alex Ruaux, Kristin Taylor, Adam Keith, Nicholas LeBel-Buchanan, Andrea Archabald, Carolyn Bouchard

1. Welcome (K or D)
 - Meeting called to order at 7:30pm.
2. Approval of Minutes
 - Motion: Alex moves, Kristy seconds.
3. Approval of Agenda
 - Motion: Kristy moves, Adam seconds.
4. Principal's/Teacher's Report (Jessica Doubt)
 - Jessica expressed gratitude for the Pancake breakfast.
 - Recap of what's been going on at school, including: Black History month, Anti-bullying / Anti-violence activities, End of cycle exams, Visit by Anna Gainey, Storytelling, Steel pan band.
 - Scholastics rewards used to order books earlier in the year for resource rooms, and more recently for the support staff rooms at both campuses: topics included social and emotional learning, diversity and inclusion.
 - Kristy mentioned that Daniela is working with Scholastics now regarding using up the remaining rewards balance.
 - Welcome to Kindergarten happening on May 16 PED day, there's the possibility for Home & School to have a kiosk there.
5. Treasurer's report (Adam Keith)
 - Account at just over \$29,000. March was a more expenditure heavy month.

- Discrepancy exists between budgets and actual accounts; probably due to delay in Woopayments payouts (website) ~ \$1600. And \$800 to be moved from general to Family Support Fund (Holiday Market).
- Kristy updated on Woopayments situation. It had remained under Karen's name from past years, but had to be updated and more info was required (minutes, lds etc), so the paperwork took some time to update. Should be resolved within the next 2 weeks.
- Film Festival and End of Year Event are the only remaining event budgets
- Update on Pizza and Froyo Numbers: projected margins much healthier than last year. Made about \$10,000 more on pizza this year and estimated \$6378.13 will go towards the Grad budget from FroYo. Andrea (Grad Committee) and Adam will confirm Grad budget outside of this meeting.

6. Business Arising

a. Meeting with school Admin

- Daniela and Kristy met with school admin (Silvana, Jessica, Eugenia etc.) to confirm the rest of the Spring and Summer event planning. These advance, in-person meetings are a very effective and efficient way to do the planning and will be continued going forward.

b. Review of all remaining end-of-year events.

i. Film Festival: May 1st

- Submission deadline has passed, just waiting on the editing. Will continue to keep in touch with Anya, who is organizing, as volunteers will likely be needed.

ii. Pancake Breakfast: Recap

- Went well, thank you to everyone who helped. Stayed within budget.

iii. Food Drive: April 7th to 11th

- Social media posts planned for Sat, Mon and Wed, and info went out in the newsletter today. All website graphics and links have been updated.

iv. Gear Sale: Update on sales

- Sale went well, it has now closed and items are in production. We're just waiting for info on delivery. Then we'll set a pickup date, and will need a volunteer or two to distribute.

v. Community Book Fair

- May 15th, we're accepting donations now, will need volunteers to sort, and sell on the day of. Please share within your network on socials. Last time posters for book drop-off were put up on Sherbrooke and Monkland, and quite a lot of books were donated by people within the community. Will likely do the same again.

vi. Community Garage Sale (?)

- Still waiting to hear back from School Admin whether this can happen on school grounds. And what the format can be (swap, paid etc.). Alternatives would be to book the YMCA field, or the field behind Senior Campus.

vii. Grand Finale- updates and proposals

- Dunk tank and laser tag are staples and intend to keep them. New proposal by the same company is a foam party. Kristy had asked a lot of questions about the environmental impact, and shared a screenshot of the details. The foam is stated to be biodegradable, non-staining, non-toxic and hypoallergenic. Sent to Silvana for confirmation that it's ok to do.
- Event will be free, because of the H&S cost saving measures this year; so no entrance fee, some food included and no cost of activities. Each family member will be entitled to 2 hot dogs, a drink and a snack. Additional food and drinks can be purchased. Vegetarian and halal options will also be available.
- People will be asked to pre-register on the website, so that we have a rough estimate of numbers for food purchasing etc.
- Will remove the magic show this year, and no merchandise sale because everything has been made to order.
- A company will be hired for face-painting to alleviate pressure on volunteers and to cope with the interest.
- Hot girdles were purchased for the Pancake breakfast, so they can also be used here.

7. Communications (Kristy)

- New strategy to reduce the number of emails and focus on social media for timely reminders is working well. Social media posting needs us and others to share more.
- Kristen asked about Instagram links not being active. Andrea informed us that Instagram links in updates don't work, so should use stories as much as possible. And stories are better performing in general.
- MailChimp and Meta Business Suite is usually used to schedule posts, not Instagram directly, neither of which are as good for Instagram as posting natively.

8. Website report (Alex)

- Nothing much to report, everything is running fine. The analytics show the same as previously: that the traffic spikes correspond to newsletters (ours and Grad).

9. Family Support Fund Report (Nicholas / Kristin)

- Nothing to report

10. Grad Committee (Andrea)

- a. Grad is requesting an additional \$600 for the grad mural project. Dr. Kat used to get a grant and didn't this year. Vote.
 - For the murals on the outside of the school. A government grant is no longer available. Unexpected expense not budgeted by Grad. Would cover physical materials like paint, wood etc. may include a 'generously donated by H&S'.
 - Kristy moves, Alex seconds. Vote passed with no objections.
- b. Legacy Service Project (Carolyn)
 - Budget requested for printing of the collage and the frame. Plus ~70 postcard sized print to hand out to everyone. Pricing to be presented to H&S at a future meeting.
 - Hygiene collection - part of the legacy service project to give back to the community. Carolyn and acte d'Amour to present to Grade 6 on Thursday and explain the project.

Hygiene items will be collected across the school until May 14th. Then an assembly day with Grade 6, including music and Tim Chin as photographer. Will have decorated a bag prior, then groups will come down to fill them. School has also provided snack items, so will make ~ 70 lunch bags and 70 hygiene packs.

- Kristy asked about printing costs: covered by Grad budget or H&S? Andrea confirmed it's in the Grad budget.
- Kristy asked what H&S involvement is needed. Carolyn asked that it be advertised on social media, maybe once a week. And then a reminder of missing items leading up to assembly day. Carolyn also requested a budget for food and hygiene drive printing. Kristy directed her to send the receipts to H&S.

11. Votes & Budget approval:

a. Freezer for FroYo

- FroYo generated ~\$6000 profit this year (DIY = \$265/date vs TCBY = \$700-\$800/date). As a consequence of doing it ourselves more freezer space is needed at Junior campus. Propose purchasing an upright (Hisense 21.2cu.ft.) to replace the existing chest freezer and would be spacious enough to house the scooped containers and tubs of FroYo. Can be converted to a fridge or freezer, and door opens the correct side for the space.
- Discussion was had on feedback on the new FroYo. Kristy reported that the sizing was resolved. Financially DIY makes sense as a fundraiser: TCBY's cost isn't worth it to run. Next year more flavour choices will be made available e.g. 2 choices per dairy and dairy-free.
- Discussion was also had about Pizza days e.g. slice sizing, no dessert etc. Some disappointment that it's not Dominos: trended towards older kids being less happy with the change. A survey will be sent to parents at the end of the year asking for favourite vendor suggestions for small, local businesses. We will not return to Dominos as the vendor.
- Requested budget for the freezer is \$1,100. Moved by Nicolas, seconded by Adam, no objections.

b. Shelving/Bins for Book Fair

- \$350 for 12 bins and shelves to store books between fairs. Preferably to be stored on the first floor, but if not it will go in the H&S office. Moved by Kristy, seconded by Nicolas, no objections.

c. Autism Acceptance April - \$500 Support tool for RM 14

- As in past years, a budget has been set aside for resources for room 14. It supports children with a variety of needs. Requested a \$500 budget to be used at the discretion of the CCWs and team. Past purchases have included fidgets and noise canceling headphones. Moved by Alex and seconded by Adam, no objections.

12. Varia

- None

Adjournment - 8.30pm

Next Home & School meeting will be May 20th at 7:30pm