

**Willingdon Home and School Association
Meeting Agenda
May 20th, 2025 at 7:30pm**

<https://us02web.zoom.us/j/83908782175?pwd=KmnAgGIRJWCVO2Qyl8ighGF2iAOaU5.1>

Daniela Fietta, Yemen Balazzoug, Adam Keith, Kristy Cuevas, Alex Ruaux, Veronica Santaguida, Kristin Taylor

1. Welcome (K or D)
 - a. Sylvana and Jessica away today.
 - b. This is the last meeting before the AGM.
 - c. Thank you from Kristy and Daniela to everyone for being such a great team!
2. Approval of Minutes: Approval - Veronica, Second - Alex.
3. Approval of Agenda: Approval - Veronica, Second - Daniela.
4. Principal's/Teacher's Report: Yemen
 - a. The teachers loved the scholloastics rewards. They were divided between the teacher and they all chose what resources they needed.
5. Treasurer's report (Adam - 5 mins)
 - a. Update on Pizza and Froyo Numbers
 - b. The book fair made about \$2200 profit.
 - c. WooPayment issue. None coming through since December.
 - i. Kristy believes that she fixed the issue today. Stripe is behind WooPayments. Info within the account needed to be updated but we didn't have the required info to update with because we are not a business. Changing it to a nonprofit was also difficult as we are not registered as that either. In the end Kristy has figured it out and we will receive our funds of \$1750 soon. We should consider moving forward with a new company in the future to avoid these issues from happening every time the exec changes.

TREASURY REPORT / BUDGET SUMMARY

WILLINGDON HOME AND SCHOOL ASSOCIATION – MAY 2025

(NUMBERS CORRECT UP TO MAY 16)

BANK BALANCE TRACKING				
CURRENT BALANCE		\$	22,985.19	16-May
TRACKING MONTHLY				
<i>(~25-27th of Month as per statement)</i>				
	Jan-25	Feb-25	Mar-25	Apr-25
Balance	40695.04	37529.39	29338.04	27477.58
Difference on previous month	-6120.76	-3165.65	-8191.35	-1860.46
BUDGET LINES - SIMPLIFIED				
	STARTING BUDGET	INPUT	OUTPUT	BALANCE
FSF	1000.00	6099.65	6502.52	\$ 597.13
Graduation (GRAD)	1450.00	15092.90	4761.31	\$ 11,781.59
H&S General Fund (H&S)	3101.08	42009.51	30689.10	\$ 14,421.49
CURRENT BUDGETED				\$ 26,800.21
BANK BALANCE				\$ 22,985.19
FLOAT				\$ 144.90
Unaccounted budget / balance (or additional H&S)				-\$ 3,670.12
H&S General adjusted budget				\$ 10,751.37

- Note on the budget:
 - There is still a large discrepancy between what's budgeted and what's in the account. Woopayment credit card transactions are not coming through at the moment (last one on December 31.) Any update???
 - Also the budget considers all outgoings for bake sale and book fair, no revenues
 - **FSF:** Note the budget is now down to ~\$600

PLANNED H&S BUDGETED ITEMS		\$ 12,367.84
future events	Forecast Pizza	\$ 1,958.23 estimated
	Forecast FROYO	\$ 259.61 estimated
	End of Year Event	\$ 7,400.00 remaining budge
	Film Festival	\$ 700.00
	Grad Mural	\$ 600.00
purchases	Freezer	\$ 1,100.00
	Shelf & Bins	\$ 350.00
PROJECTED BALANCE H&S GENERAL (without future input)		-\$ 1,616.47

- So... without woopayments coming through the projected balance does not look great (again bake sale and book fair also incoming)

Pizza Day & FROYO estimates...

7 COMPLETED PIZZA DAYS			7 COMPLETED FROYO DAYS		
\$	13,708	COSTS SO FAR	\$	1,817	COSTS SO FAR
\$	1,958	<i>average cost per Pizza Day</i>	\$	260	<i>average cost per FROYO Day</i>
\$	15,666	Projected Total Pizza costs (all 8)	\$	2,077	Projected Total FROYO costs (all 8)
\$	1,958	<i>Remaining Pizza costs</i>	\$	260	<i>Remaining FROYO costs</i>
\$	29,088	TOTAL PIZZA BUDGET	\$	14,877	TOTAL FROYO BUDGET
\$	13,422	MARGIN	\$	12,800	MARGIN
			\$	6,400.05	TOWARDS H&S BUDGET
			\$	6,400.05	TOWARDS GRAD BUDGET

- Last year \$3,250 FROYO margin went to GRAD. This year our FROYO cost is less and profit it up.

6. Business Arising

- Constitution and By-Laws
- We started it based on what was provided by the QFHSA template and altered it from there.
 - Constitution: Reviewed to be Approved at the AGM.
 - https://docs.google.com/document/d/14x_OBU6Zawry5yQXcKQvJb-tKrfbhHWQ/edit?usp=sharing&ouid=107201142270383315762&rtpof=true&sd=true
 - By-Law: Reviewed to be Approved at the AGM.

<https://docs.google.com/document/d/1aj0p996Vd8udnB0Hf80jSKwNtKnH7IFk/edit>

Annual Subcommittee documents to be included:

Kristan - Holiday market.

Daniela - Holiday breakfast, K breakfast.

Also include them on the website all year round so people can sign up at any time.

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

- i. Community Book Fair - Raised \$1400 in profit. Will try and get more books for the Sr Campus next year. Everyone left with a book, even if the child didn't have money. Expand next year to get books from the highschool.
 - ii. Create a google form to ask the Sr students what kind of books they like and what authors to help us source books.
 - iii. Grand Finale- updates and proposals.
 - 1. Daniela and Veronica to connect to prep food pick up, and storage.
 - 2. 3 staff will be BBQing. Hot dog, snack and drink will be free, 1 per person.
 - 3. Vendors are all booked. Laser tag, foam party, movie and popcorn, facepaint, spray tattoo.
 - 4. We are collecting RSVP's, we need the staff to RSVP as well.
 - 5. We need volunteers. Info will go out on socials and the website this week.
 - iv. School Supplies. We are in the process of getting everything set up for next year with Magasin Scolaire. We are partnering with them again this year. We will schedule communication about supplies between June and July.
- 7. Communications (Josh 5 min) N/A
- 8. Website report (Alex 5 mins)
 - a. Nothing major to report at this time.
 - b. Traffic peaks continue to happen after a newsletter.
- 9. Family Support Fund Report (Nicholas / Kristin 5 mins)
 - a. Everything under control and moving well. The priority is to make sure the remaining school trips are being covered. If the required funding for the end-of-year class trips isn't too high, we will do small gifts at the end of the year to support the students. We will also consider supporting back-to-school supplies. The start of the school year is busy with student support, try and get some information on what might be needed for next year this year. We would need to know who needs school supplies by July 15th. Confirm with Jessica if this makes sense.
- 10. Grad Committee
 - a. Carolyn - Legacy service project went amazing! Mission accomplished and Andrea will be submitting last receipt to you soon. Next steps, collage and frame will be made for the school. I will also do a social media post that I will share and it would be great if Willingdon could share as I will tag you as we have quite a few thank yous.
- 11. Votes & Budget approval:
- 12. Varia

The newsletter needs to advertise that the co-chair positions are up. We need to make a post asking for interest.

Adjournment - Move to adjourn- Kristy, Second - Daniela 8:56pm

Next Home & School meeting will be June 25th at 7:30pm

