

Millwood Home and School Association – Minutes - General Meeting 2 - Date: October 30th, 2017

1. Welcome and Call to Order: The 2nd General Meeting of the Millwood Home & School Association was held at Millwood Junior School (222 Mill Rd) in Etobicoke, ONT, on the above date and was called to order at 6:35pm. Julia (President) acted as Chair, Tom as Secretary.

Members Attending: Julia (President), Stephanie N.(VP), Tom (Secretary), Kira (Volunteer co-ordinator). Elsa (Events), Steph (Volunteer co-ordinator), Graham (Treasurer)

Members Absent: -none-

Others Present: Irina B., Natalia L., Tatiana R., Verica S., Tanya K., Nancy B., Catherine W.

Administration Representatives: Colin Pinkney (Principal), Mary-Ann Cheung (VP), Mrs Richter-Glinos (Teacher).

Approval of minutes: Motion moved by Kira and seconded by Stephanie N. to approve the minutes of the Sept 11th, 2017 meeting. **Motion carried.**

2. Reports:

President: Julia said numerous H&S purchases have been rolled out, including spin bikes and risers for the music stage. The Directors Cut program was overwhelmingly successful (thanks to ex-VP Kim Lee who found the program), Hella mentioned teacher feedback was very positive also. Colin mentioned he'd had no negative feedback and excellent student response. Some comments: Mary-ann said it was great to see the kids as 'directors' and that being able to do a program like this in-school was an added bonus as we save on \$bus\$ costs. Colin mentioned being a new program there was some 'training' of the Directors cut staff to communicate better with the teachers, but seemed to be just growing pains, Verica mentioned she thought TIFF offered a similar program for less money, Nancy mentioned she had negative feedback from several parents that the cost (\$9000) was too high, Steph said she thought it was great as it was a very 'different' kind of program from anything we've seen before. Tom asked Hella if teachers thought it was better value than Junglesport, but she thought they were both well-received and very different programs, so couldn't say which was better value.

Principal's Update: The 3 new spin bikes are in the front lobby, they are being used but usage needs to grow organically, not seen by the students as a 'punishment' but as a fun tool to use excess energy. He's open to considering moving them around the school but for now letting kids get used to them. Tom mentioned to Hella about connecting a dynamo to power a light/headlamp and she'd look into it.

Treasurer: Financial Report - Graham distributed an updated financial statement with the following: As of October 25th we have a bank balance of \$30,033.27 with \$0 in cheques written but not cleared. These cheques relate to Plays, Field Trips & In Class Presentations.

For Revenues it would appear that we are significantly short of our Budget by 7,138.89 due to shortfall in the main Fundraising initiative (Investment in Education).

On the expenses side, the final \$6000 technology expense (ipad cart) has been spent, as well as \$1916 in renewing the recess kits and \$2440 for the 3 new stationary bikes (under quote of \$3k). Tom mentioned the OFHSA fees will be lower as donation will be lower. Pizza numbers are slightly up. The executive as a whole reiterated that this significant shortfall in fundraising monies WAS previously discussed when preparing the budget and the outcome planned and the outcome planned if this occurred was to drop the 'school wide field trip' line item (\$8,500).

Secretary: – Tom will add directors cut and tea photos to website and setup new fundraising page

- **Clarify executive committee & communications:** Tom called OFHSA and they clarified that any member who was elected to the executive has a vote and should be included in communications.

- **OFHSA By-law revisions:** Tom delineated that in discussions with OFHSA we are required to send them our by-laws for approval following every revision. To date, this has never been done. Upon receipt, they sent back that significant portions of our bylaws are not allowed and they will need to be re-written ASAP. This may result in a change in the way the Association is governed, but possibly not. Stephanie recalls that in the old days there were many more ofhsa memberships sold, but this resulted in massive problems with getting quorum, proxies, etc. and the changes were made to necessitate that. We will need to align our bylaws to form a balance between the two. Anyone without a membership cannot vote on any matter, or possibly even attend H&S meetings. Tom will keep looking in to this.

3. Unfinished Business

MEAL PROGRAMS:

- Pizza / Sagoto - Kira mentioned pizza is so far a success and on-track and (slightly above) budget.
- There will be a reminder email for next term pizza orders in late December, and then activation the 1st week of January for the balance of the years' pizza days. The 3% costs for sagoto was well worth it!

EVENTS:

- **Curriculum Night -Sept 13-** Julia said numbers were lower than budget. Lots of leftover food, to be used gradually as pizza lunch snacks, etc. May need to budget less for next year or seek alternatives.

- **Terry Fox Run** - Colin said excellent turnout, raised ~\$8k, Millwood received a new banner/award for supporting the program for 25 years. Leftover popsicles from curriculum night were handed out.

- **Halloween/Grandparents Tea - October 31** - all donation line items were filled, and almost all volunteer slots filled (usually more than enough anyway). Elsa reiterated classes will carry signs and walk slower, using the NEW risers this year so grandparents can get a better view.

- **FUNDRAISING: Update** - The 'Investment in Education' fundraising numbers are depressingly low and will result in cutting back budgeted items if they don't improve. Contributions so far are roughly 50% of value, but coming from only ~25% of families. As we are at the tax-receipt deadline set (oct 31) much improvement is unlikely. There was a round-table discussion about what could be done to improve contributions, including: delaying to later in the year as lot of funds sought early on, a need to incentivize the kids to get on-board, adding ability to donate online(sagoto), seek funds directly at parent events (curriculum, concerts, etc), getting a 'donation box', getting class parents to send reminders, changing H&S communication style i.e. help thru h&S, or 'brought to you by H&S...you!).

4. New Business:

- EVENTS:

- FUN Fair - Tatiana was appointed chair of the Fun Fair committee (to be held May 12, 2018) and gave a short presentation on her view of how it will work this time. She has formed an executive committee around 5 main categories, Sponsorship & Gifts, Tickets & Raffles, Prizes & Auction, Games, Food and Cake Walk, Entertainers & Rentals. She has had conversations with Colin and Catherine (last funfair co-chair, who will help again) and Katie. Has set out a timeline and is seeking more help. Tom reiterated she is chair and within the confines of the budget / layout has independent control. Budget is \$23k revenue, \$8k expenses, for net profit of \$15k.

- Book Fair #1 - will occur Nov 14-15-16, 2017 - School event, H&S organizes volunteers.

- Xmas Concert - Date TBA - Hot Chocolate handed out, donation box set up?

- Verica commented on allocation of French teachers in the non-core subjects and french supplies in the classroom. Colin confirmed this is not a H&S issue but a principal decision and can be discussed with him and at school council. Tom verified we have funds available in the budget to any teachers needing supplies (i.e. clubs) and that they just need to ask, which up til now they haven't. H&S mandate is to support all the students, french and english, and we would welcome any and all opportunities to offer 'extras' in French, and to please get parents to forward them to us for next year.

Announcements:

The next Home and School General Meeting will be on Monday November 27th, 2017 at 6:30pm.

Adjournment: Motion moved by Graham and seconded by Stephanie to adjourn the meeting at 8:14pm. **Motion Carried.**

Thomas B.
Secretary, Home and School

Date of approval:

Millwood Home and School Association - Minutes - Executive Meeting 1 - Date: October 30th, 2017

1. Welcome and Call to Order: The 1st Executive Meeting of the Millwood Home & School Association was held at Millwood Junior School (222 Mill Rd.) in Etobicoke, Ontario on the above date and was called to order at 6:11pm.
Tom acted as Chair and Secretary (Julia arrived shortly thereafter).

Members Attending: Julia (President), Stephanie N.(VP), Tom (Secretary), Kira (Volunteer co-ordinator). Elsa (Events), Steph (Volunteer co-ordinator), Graham (Treasurer)

Members Absent: -none-

Others Present: -not public-

1. Discussion on Fundraising 'Game Plan' for the rest of the year:

- Should we extend the deadline for donations to get the tax receipt? (October 31/2017)
-NO.

Current participation is disappointing ~40%.

Julia said objective set was ~75% (including QSP) similar to last year, Stephanie said some classes back when it was just QSP had 80% participation.

- need to discuss initiatives for 2018-19

- look to move to different time next year? late fall/winter?

- offer letter in other languages? is this really the obstacle? few single-language families.

- Decision to regroup in Jan/Feb 2018 for new push

Adjournment: Motion moved by Elsa and seconded by Kira to adjourn the meeting at 6:32pm.
Motion Carried.

Thomas B.
Secretary, Home and School

Date of approval: