

Millwood Home and School Association – Minutes - General Meeting 7 - Date: May 28, 2018

1. Welcome and Call to Order: General Meeting #7 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 6:37pm. President acted as Chair, Secretary as secretary.

Members Attending: Executive:7- Julia (President), Tom (Secretary), Kira (Volunteer co-ordinator 1), Elsa (Event co-ordinator), Graham (Treasurer), Stephanie (VP), Steph (Volunteer co-ordinator 2).

Non-executive: 4- [REDACTED]

Executive Absent: -none-

Others Present: 1: [REDACTED]

Administration Representatives: 1: Mrs. Lee (Principal).

Approval of minutes: No discussion. Motion moved by Volunteer co-ordinator 1 and seconded by Event co-ordinator to approve the minutes of the April 30, 2018 meeting. **Motion carried.**

2. Reports: (6:35-7:20)

President: A huge thanks was given by the President to the Fun Fair chair Tatiana for the phenomenal success of this years Fun Fair. Tatiana and her team spent countless hours making sure the event went smoothly. We had a great volunteer turnout, and raised over \$15k.

Principal's Update: Mrs. Lee also praised the Fun Fair event, saying staff were impressed with the organization and clean-up. She also briefed us on some staffing changes for next year: our VP allocation has been cut so Ms Cheung will be FT at Bloordale, however we will get a full time secretary. Also, Mrs Kribs, Mr Minifie, Mrs Glinos & Mrs Gorman are all leaving and will be greatly missed as they are all long time teachers at Millwood. We wish them success at their new schools.

Treasurer: Financial Report - Treasurer distributed an updated financial statement with the following: As of May 28th we have a bank balance of \$41,762.27 with \$3345.53 in cheques written but not cleared. Year-to-date Revenue is \$96,250.30 and Expenses \$70,834.06 (these include the Fun Fair figures). Estimated year-end Balance is \$30,412.03, of which approx. \$16k is the fun fair profit. Expenses: Secretary asked about unused budget lines at year-end, should effort be made to spend all, Treasurer clarified it is not necessary. President and VP initiated discussion about the year-end balance, and that it is not allowed to be carried over and must be spent on a large project, as parents had previously expressed this desire. Secretary and Treasurer disagreed, and there was an extended discussion. Secretary to follow up with OFHSA on any restrictions regarding carry-over funds.

- Draft Budget Discussion: The Treasurer presented the draft (v4) budget for the 2018-19 year and it was discussed and went over section-by section. Some comments:

- Principal was asked about proposed Library updating, and responded that it was a priority spending item, but that a new librarian was just hired, and specific plan could not be made until discussed with her. Generally, the intent is for allocations for new furniture, chairs, tables, bean bags, etc. (not books). President moved an amendment to allocate \$12,000 for the library, approx. the full previous years 'carry-over' amount excluding fun-fair profits. Discussion. Amendment Passed.

-the 'investment in education' request was removed due to poor uptake last year, but could be included in a lesser capacity if needed. A Parent suggested leaving the sagoto link 'active' if anyone still wants to contribute. Will be looked into and the line item remains in the budget but at \$0.

Also, a concerned parent had send an email with several discussion points which were all discussed as well, including:

- pizza numbers: Treasurer passed on info from pizza committee that most fundraising revenue would come from pizza sales, although there were several changes still being contemplated so the figures provided were 'best-guest'. President suggested numbers be re-verified to confirm accuracy.
- OFHSA fee error: not applicable as no ofhsa tax receipts are being contemplated.
- membership fees: already implemented (current year executives almost all chose to pay back their personal membership fees, and will continue to do so in future). Fees are transferred in whole to OFHSA (except fee charged for online payment, as applicable).
- scientist in school: All attendees & Admin were unanimous in their support for continuing this item.
- final forecasting year-end: discussed above.
- future fundraising: Treasurer explained that two \$0 revenue and \$500 expense lines were being added to accommodate potential new fundraisers and/or charity events for next year. As they are not currently specifically planned, this was determined to be the best way to allow for such an event, assuming volunteers step forward to assist (and there was support around the table already for same). After discussion, it was decided to amend the expense amounts to \$0, rather than assume seed funding.

Secretary: deferred due to lack of time.

- **OFHSA & Membership update:** deferred.

3. Unfinished Business (7:20-7:30)

- FUNDRAISING UPDATES:

- Pizza Lunch - deferred due to lack of time.

EVENTS:

- FUN Fair [May 12, 2018] – Raised in excess of \$15,000 (final numbers still TBD).
- Grad(June 21, 2018)- deferred due to lack of time.
- Play Day- deferred due to lack of time.

4. New Business (7:30-7:35):

- EVENTS:

- Other Business: deferred due to lack of time.

Announcements:

The next Millwood Home & School general meeting(AGM) will be: Monday June 11, 2018 at 6:30pm.

Adjournment: Motion moved by Treasurer and seconded by VP to adjourn the meeting at 8:01pm.

Motion Carried.

Date of approval:

Secretary, Home and School