

## **Millwood Home and School Association – Minutes - Meeting Date: May 8<sup>th</sup>, 2017**

**1. Welcome and Call to Order:** The meeting of the Millwood Home and School Association was held at Millwood Junior School (222 Mill Rd.) in Etobicoke, Ontario on the above date and was called to order at 7:05pm. President Julia Huttram acted as Chair, Tom Beaman as Secretary.

**Members Attending:** Julia Huttram, Tom Beaman, Amy Ferguson, Stephanie Nyilas, Kira Vallance.

**Members Absent:** Dong Lee.

**Others Present:** Katie Groulx, Graham Richardson, Stephanie Johnston, Elsa Tryfonopoulos.

**Administration Representative:** None.

**Approval of minutes:** Motion moved by Amy Ferguson and seconded by Kira Vallance to approve the minutes of the April 10<sup>th</sup>, 2017 meeting. **Motion carried.**

### **2. Reports:**

**President:** The meeting commenced immediately with Julia presenting the draft budget as prepared by the Officers via email over the last month. The online google-forms survey sent out to parents received over 100 responses, with wide majorities happy with the status quo, but some interesting responses.

- **Draft Budget Planning:** The majority of this meeting was spent discussing the budget and everyone in attendance had comments, with several notable changes discussed. Katie and Kira mentioned that to accommodate the increased number of pizza days they would be sharing the work load with up to 5 pizza leaders. They would be splitting payments into 2 (sept-dec and jan-june), and this would mean skipping the first pizza day in January to process payments, so we'll have 29 days in total. The online fee charged by sagato is ~3.9% so pizza expenses were increased accordingly.

-Revenue-Graham provided extensive input of making the figures as specific as possible. Regarding the donations, it was felt prudent to budget based on 70% of the parents paying the \$50/child in cash (\$100 per family) as the survey indicated this level of support.

-Extra-Curricular Activities: The \$10/student class trip subsidy was scrapped in lieu of a single 'Millwood to the Zoo' entire school trip, likely in sept or oct (Administration had suggested this), and to include allowing H&S Volunteers to attend for free as the group costing is quite nominal (\$8).

-Fun fair revenue and expenses were taken directly from the last one held in 2016.

-School Infrastructure-Most of the items specifically requested from teachers and administration were well-received so incorporated where possible (New rugs for jk/sk rooms, risers for stage, robotics club infusion to allow funding a 2<sup>nd</sup> team). The spin bikes request was reduced with suggestion to try 2-3 before possibly purchasing more. The hockey jerseys were rejected as not benefiting enough students.

-Events: minor adjustments to reflect actual 2016-17 costs; added new Staff Appreciation Day Door budget (\$500) to allow class parents to draw funds from H&S rather than (trying) to collect \$2/parent.

-Administration: costs were slightly reduced to reflect actual 2016-17 costs.

-'Medium-Term' infrastructure goals-Dong has previously mentioned setting aside funds for a specific larger project. This would require Admin/TDSB support and approval. Tom suggested that the fun fair could be a 'themed' event specifically raising funds for the selected goal. Some ideas were: new kindergarten playard, turfing the playing field, new play structure, fixing bus loop. Amy pointed out that previously \$10k was raised successfully to rejuvenate the library, and yet funds had been raised before for the bus loop but it was never done. Most agreed this should be budgeted for, particularly using unspent funds at year-end. Estimates for costs were \$20-50k, so likely a 2-3 year project.

**Principal's Update:** none.

**Treasurer:**

**Financial Report** - Dong was absent, but had previously distributed an updated financial statement.

Bank balance as of April 30, 2017 was \$44,153.41 with cheques of \$4,203.91 still to clear. Expenses to date are \$49,075.91. Revenues remain unchanged in April. Fundraising expenses are within line with budget and it's expected that School Infrastructure expenses will be fully utilized by end of the school year. Although Field Trips still look under utilized, we are starting to see more expenses and it's also likely to come in close to budget. As for Events, it's expected that the Parent Workshop and Beach Day will come in over budget once all the cheques are cleared, whereas all other events are at or below budget estimates. Events are a very small fraction of our budget so some of these over budget items are relatively immaterial and within reason for expenditure.

**Allocation of unspent 2016-17 Budget Funds:** Motion was moved by Julia Huttram and seconded by Amy Ferguson to use funds from the current year budget that have gone unspent to increase the 'Play Day' budget of \$100 to \$1000, to provide for a CANADA 150 celebration at Centennial Park in June (normal play day time frame). Grades 1-5 would attend. **Motion carried.**

**Secretary:** – Website Update: draft bylaw was posted since last meeting. No comments received.

- **Elections: Treasurer & All non-officer positions:** Will post open positions for Election at June AGM ASAP on website: Treasurer(2-year term), Events Coordinator, Volunteer Coordinator (1 year terms). Nominees solicited by email, on website, and from the floor at the AGM.

### **3. Unfinished Business**

#### **MEAL PROGRAMS:**

- Julia has initiated a plan for 29 pizza days next year and discontinuation of subway days.
- Kids Kitchen – may not continue, at their discretion.
- Pizza – Katie and Kira advised in general next years prices will stay close to this years, but with the cheese / pepperoni / veggie options previously discussed, so pricing of \$4.50 / \$4.75 / \$5.00 next year. They would be looking at offering fresh, smallish sized apples as a snack item next year.

#### **EVENTS:**

- **Wellness Events – May 8 and 11** – Spearheaded by Ms. Glinos, active on signupgenius for volunteers, will report after complete.
  - **Kindie Open House – April 21** – Julia and Tom attended, handed out a new pamphlet that Julia designed containing all the 'Welcome to School' and H&S info, and gave a quick speech to parents.
  - **Grade 5 Grad** – Bloordale fun fair is evidently planned for the same night, they are being advised of the conflict and that we cannot change our scheduling. Amy is collecting USB sticks to distribute the grad photos on to graduates.
- **Draft By-law Amendments:** Motion moved by Tom Beaman and seconded by Stephanie Nyilas to approve the bylaw amendments as presented at the April 10<sup>th</sup>, 2017 meeting. **Motion carried.**

### **4. New Business:** None.

#### **Announcements:**

The next Home and School General Meeting will be the AGM on Monday June 12<sup>th</sup>, 2017 at 7:00pm.

**Adjournment:** Motion moved by Julia Huttram and seconded by Tom Beaman to adjourn the meeting at 8:51pm. **Motion Carried.**

Thomas Beaman  
Secretary, Home and School

Date of approval: