

## **Millwood Home and School Association – Minutes - General Meeting 5 - Date: February 26, 2018**

**1. Welcome and Call to Order:** General Meeting #5 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:** 6: Julia (President), Tom (Secretary), Kira (Volunteer co-ordinator 1), Elsa (Event co-ordinator), Graham (Treasurer), Stephanie (VP)

**Members Absent:** 1: Steph (Volunteer co-ordinator 2)

**Others Present:** 3: [REDACTED]

Administration Representatives: 3: Mrs. Lee (Principal), Mrs. Cheung (VP), Mrs Kribs (Teacher Rep).

**Approval of minutes:** No discussion. Motion moved by Event co-ordinator and seconded by Volunteer co-ordinator 1 to approve the minutes of the January 29, 2018 meeting. **Motion carried.**

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

**President:** A report was given by the President on needed revisions to the H&S By-laws and future changes to membership in the Association. We were informed by OFHSA that our bylaws are not compliant (as they were not approved by them) in several ways, and a re-write was necessary. Their template was used as many sections were redundant and already covered by the OFHSA constitution and bylaws, which we must follow. Quorum, executive spending, our name, will all stay the same, with the single major change being a reduction from 7 to 5 of the executive, being President, VP, Treasurer, Recording Secretary, and Correspondence Officer.

We learned that a membership is required (going forward) for anyone who wants to have a vote on motions, elections, the budget, and if you want to run for an elected position. Everyone will continue to be welcome at general meetings, and everyone can continue to volunteer at events. A sagoto link was created to buy a membership for \$17, or \$15 by cheque; there is a mandated 20 day waiting period after purchase until when your membership becomes effective. Catherine mentioned the bylaws were changed around ~5 years ago (for various reasons), and that she hopes moving forward H&S will still be inclusive to non-members. It was confirmed general meetings will still be public, and the opinions of ALL parents will still be sought out and appreciated, and day-to-day will generally continue as before, with above noted changes.

**Principal's Update:** Mrs. Lee passed on that Pancake day went well, thanks to the volunteers! TDSB has an 'approved vendors list' that she forwarded to executive and which will need to be adhered to as those vendors have background checks and carry the necessary \$5 million liability insurance. Going forward into the next school year it is likely most volunteers will need to have police background checks carried out, likely even including pizza day helpers. She is looking into and will get back to us. Also trying to arrange a meeting with the TDSB school council/home and school liaison.

**Treasurer: Financial Report -** Treasurer distributed an updated financial statement with the following: As of February 23<sup>th</sup> we have a bank balance of \$42,389.29 with \$229.41 in cheques written but not cleared. Year-to-date Revenue is \$71,804.08 and Expenses \$46,093.58.

Estimated year-end Balance is \$25,302.03, not including fun fair profits.

Expenses: Clarified definitely anticipating a surplus as many allocations still unspent (i.e. robotics club \$2500), or were under-spent, although some bills have not been passed on to be paid (they are trickling in). Discussion about fun fair profits; they're spent in the 2 years following when they're earned. Irina mentioned the Dufflebag theatre program, and Admin said they will be able to cover the cost for this year, but it's a good idea for something H&S could pay for in future. We did pay for groove dance

edge-ucation program this year, and will likely continue allocating for a 'plays and presentations' budget in the future.

**Secretary:** Secretary said several website updates have been made, rewording of the Privacy section and clarification of unsubscribe both at bottom of our emails, and on website. Suggestions welcome.

- **OFHSA/tax receipts/Survey:** President sent OFHSA our revised bylaws and they said they will vote on them at their next meeting (April 2018) and they seemed to comply. 2 tax receipts were not received by parents, but it was no problem for ofhsa to reprint them and email across. Discussion about the parent survey for next year, and agreed that Secretary will lead on it, with intent to send out and get results in March, so can present results at the April general meeting, and we can have a draft budget by May meeting (to vote on at June AGM).

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

#### **- FUNDRAISING UPDATES:**

- Pizza Lunch/ Sagoto - Pizza team reported they are investigating changes for next year to allow for more flexibility, as well as likely eliminating juice boxes from pizza lunch. Bloordale uses a company called lunchbox with good success. They are meeting in march and will report back for next meeting. Investment in Education(Sagoto): Still open for donations, have had 7 total since last October cut-off.  
- **QSP / Product distribution / Cookie Dough:** Dough drive exceeded expectation around \$2700. Vulic class won pizza party. Delivery Tuesday March 27, and volunteers likely needed. Admin mentioned QSP is not a tdsb approved vendor and will likely NOT be allowed in next school year.

#### **EVENTS:**

- Pancake Day: Tues Feb 13: Thanks to Elsa & team! No complaints/vomiting, so better than last year?  
- Scholastic Book Fair #2: February 12-16 - Thanks to Steph for taking over this, and to rest of the volunteers, ~\$6000 raised, of which 60% comes back to the school in book credit (split ENG/FR).  
- FUN Fair [May 12, 2018] - Tatiana could not attend; \$1750 'in-bank' raised so far from sponsors. Hours are 11-3, with last ~hour usually some kind of show. Will contact parent who may be able to get a POS machine, Catherine verified she will still assist with Raffle, has sent tickets home in the past.  
- Grad(June 21, 2018): Under control, will all be held at SCI (air conditioned!) but may need A/V help.

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

#### **- EVENTS:**

- beach day - Friday March 9: distribution of a cool treat. Teachers allow kids to dress-down.  
- Other Business:

Secretary mentioned to Admin that we also solicit teacher feedback for future use of H&S funds. Had some discussion on spending any surplus in June 2018, whether to carry over, and potential planning for a longer term project (2-5 years), and doing specific fundraising for that going forward.

#### **Announcements:**

The next Millwood Home & School General Meeting will be: Monday April 30<sup>th</sup>, 2018 at 6:30pm.

**Adjournment:** Motion moved by President and seconded by VP to adjourn the meeting at 7:51pm.  
**Motion Carried.**

Date of approval:

Secretary, Home and School