

Millwood Home and School Association – Minutes - Meeting Date: October 17th, 2016

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 October 17th, 2016, and was called to order at 7:02pm. President Julia Huttram acted as Chair, Stephanie Nyilas acting as Secretary.

Members Attending: Amy Ferguson, Julia Huttram, Stephanie Nyilas, Kira Vallance, Catherine Weber

Members Absent: Thomas Beaman and Dong Lee

Others Present: Katie Groulx and Marisa Salituro.

Administration Representative: Colin Pinkney (Principal)

Approval of minutes: No discussion. Motion moved by Catherine Weber and seconded by Amy Ferguson to approve the minutes of the September 14th, 2016 meeting. Motion carried.

2. Reports:

President: Julia Huttram talked about the addition of Millwood Hands Enews. Additional updates will occur in January, April and June. A Handbook is being drafted, and will be distributed among the Executive for content contributions. She said that Kira Vallance is up to speed as Volunteer Coordinator, with Admin sign-in on the Signup Genius website.

Principal's Update: Mr. Pinkney was pleased with the fundraiser efforts to date. A few parents have refused to participate, and a number of cases have been returned. Selling the remaining chocolates at the Holiday Concert was an option he approved of. All in attendance were asked to try and come up with alternate strategies to sell the remaining boxes as well, and can be addressed in the future. Pumpkin sales were not as strong as last year.

Treasurer: Financial Report - Dong Lee was absent but sent in notes:

Revenue - As of September 30th - we've fundraised \$52,241.50 between pizza, subway, chocolate sales and curriculum night. Pizza and subway are almost at or exceeding their target revenue numbers. There are 5 NSF Cheques noted on our bank statement for September but no particulars yet to approach the parents for a new cheque or cash (plus admin fees).

Expenses - most expenses have not as yet cleared. Currently we have \$12,438 in cheques issued but not cleared. The only notable item is that "Leadership Lunch" from 2015 budget for \$150 just cleared in 2016, it has been allocated to Teacher Appreciation for the time being as a placeholder.

The 2015-2016 books have not yet been audited by an independent third party. Should be completed by end of October.

Secretary: Thomas Beaman was absent but sent in notes to advise that OFHSA forms need to be sent in with "approved" financials. Dong and Thomas will work together to get all of the paperwork out shortly.

3. Unfinished Business

Class Parents – All classes have class parents and lists are being updated as there has been some movement of students.

MEAL PROGRAMS:

Pizza Lunch – Number of orders has increased plus the number of dates we are holding lunches so we expect to see good numbers for this fundraiser. First pizza lunch ran well.

Subway Lunch – Number of participants fairly consistent with last year. Subway did raise costs, profit is now \$1 per student per lunch. We will look at our options in continuing with this option due to low participation and low profit back given the work to run the lunch.

Kids Kitchen – TUE-THU (except where already a pizza/sub day). They are a very accommodating company and parent support is relatively low (approx 20-30 students participate per date).

EVENTS:

Terry Fox Run – Catherine Weber advised run went well and only said perhaps popsicles for the JK/SK students was not the route to go as a treat as they were quite messy. They will look into options for next year.

Grandparents Tea – Mon. Oct 31, Katie advised most slots have been filled and it is progressing well.

FUNDRAISING:

Chocolates – Campaign run is almost complete. Approx. 50 students still need to return their money. Approximately 40 students returned their boxes unsold. Several students are quite actively selling and helping to sell the chocolates from those who returned their boxes unsold.

4. New Business:

Millwood Book Fair # 1 - Will run 8:30- 4:00 Nov. 15th to Nov 17th. Volunteers are already signing up and the call out has not even been sent yet. Should run smoothly. Teachers will advise what times they can help run the fair.

Grade 5 Grad – Katie Groux will be Chair of this committee. She advised that she has a good number of parent volunteers for her committee and will update later in the school year. Most years the committee is not even in place until January, she feels they are in good shape. The tentative date for grad at SCI and the permit of the school is June 22, this is being confirmed with Kimberly Lee.

Announcements:

Next Home and School Committee Meeting will be held on Monday November 14th, 2016 at 7:00pm.

Adjournment: Motion moved by Catherine Weber and seconded by Kira Vallance to adjourn the meeting. Motion Carried. The Meeting was adjourned at 7:34pm.

Thomas Beaman
Secretary, Home and School

Date of approval: