

## **Millwood Home and School Association – Minutes - Meeting Date: April 10<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 7:06pm. President Julia Huttram acted as Chair, Thomas Beaman as Secretary.

**Members Attending:** Julia Huttram, Thomas Beaman, Dong Lee, Stephanie Nyilas, Kira Vallance.

**Members Absent:** Amy Ferguson, Catherine Weber.

**Others Present:** Katie Groulx, Graham Richardson.

Administration Representative: Colin Pinkney (Principal).

**Approval of minutes:** Motion moved by Stephanie Nyilas and seconded by Kira Vallance to approve the minutes of the February 13<sup>th</sup>, 2017 meeting. **Motion carried.**

### **2. Reports:**

**President: (7:07pm) – MabelsLabels.com:** Discussion on adding a link to website to be a mabelslabls affiliate; we would receive a 20% commission on all orders, Approved.

Julia presented a parents survey to be circulated to jk-grade4 parents seeking input on budget items for next year. Online survey companies cost ~\$400, but discovered google forms can do for Free. Will be sent out shortly and stay open for 1 week. Conversation on Fundraising options for next year to be in survey, QSP offers magazines (31% back), giftware (40% back), also popcorn, cookie dough, etc. Previous years raised \$5k with no prizes, and \$10k with advertising/hype. Discussion about just asking for cash as this was partially offered earlier this year with chocolate sales and over half of families opted to do this. Steph mentioned asking for \$50 / child or \$100 / family. Tom mentioned that if the monies are sent thru OFHSA (for a 1% fee) then they could offer a tax receipt.

### **Principal's Update**

Is investigating EdgeImaging offering 'free' family portrait, with a \$10 sitting fee to school. Spirit lunches went well, well above normal KK lunch numbers, which are low. Spring concerts: going to try 2 FR on single evening, 1 ENG on another. 2 week trial to test 'flipping' lunch times around so kids have more time /are more eager to eat. 7 new murals inspired by grandfather teaching coming to the lobby ~April 19. Thanks to Catherine Weber for donating the front lobby couch.

### **Treasurer:**

**Financial Report -** Dong distributed 2 updated financial statements. Bank balance as of February 28<sup>th</sup>, 2017 was \$52,802.55 with cheques of \$1,443.37 still to clear. Expenses to Feb 28 are \$40,245.77. Bank balance as of March 31<sup>st</sup>, 2017 was \$49,830.18 with cheques of \$0.00 still to clear. Expenses to date are \$43,399.14. Revenues are still slightly higher, and expenses are lower than anticipated. A lot of year-end spending is still to come, including up to: 7k in technology, ~\$2k in Kindergarten funds, Musical Instruments \$750, in-class programs and field trips, etc. Graham Richardson audited the previous year's financial statements as per OFHSA guidelines and reported no issues.

### **Secretary:**

**d) Secretary –** Website Calendar – as per parent suggestion, Tom added a google calendar to the website, with TDSB holidays/pa days, and Kira added all the pizza/subway/special days. Julia signed up a twitter account @MillwoodHands, but has deferred using it for now as Colin's is better. Julia thanked Tom for adding the appreciation day door photos/content to the website, good for reference.

### **3. Unfinished Business**

#### **MEAL PROGRAMS:**

- Julia and Kira reported back on options to replace subway next year, looked into 2 Pita places, similar pricing: \$5.50 with \$1 given back to the school (no drinks). Up to 7 pita choices, but less that are PPM 150 compliant. Liked look of Extreme Pita more, but will bring some samples to May meeting to try. Subway currently has ~100-125 participants/week, would like similar levels if we going to use.
- Kids Kitchen – Stephanie reported the ‘spirit days’ had 76 and 72 participants, but that K-K has seen a severe decline in daily users to ~20. They would have stopped offering to the school except that they deliver to another school nearby so (for now) have maintained service. General agreement was if they back out, they back out and that the spirit day support was lower than expected to push it much more.
- Pizza – Katie advised that to maintain similar overall profits she wants to add 1 more pizza day next year to offset the 3% fee that Sagato will charge for the new ‘cashless’ system. They also decided to (probably) offer cheese / pepperoni / veggie option next year, and pass on a small price increase (25c / 50c / 75c) at the same time. Tried several pizza suppliers, but decided current (pizzaville) definitely still the best. # of pizza volunteers has dropped off, and need a new ‘push’ particularly for the kindergarten classes. Colin said he would send message, and Tom will put blurb on website.

#### EVENTS:

- **Pancake Day- Shrove Tues Feb 28 8:30-11:30** – Thanks to Marisa and large crew of volunteers!
- **Book Fair #2 – February 14-16<sup>th</sup>** – Approx \$7500 in sales, 60% back to school in new books/materials. Results exceeded expectations, perhaps because was a better selection offered this time.
- **Beach Day**– Thanks to Katie for organizing. No complaints. ☺

#### 4. New Business: (7:55pm)

##### EVENTS:

- **Grade 5 Grad** – smooth sailing so far, email to Grade 4 Parents planned by May.
  - Kindie Open House – April 21 – Julia et al to attend and give speech to parents.
- **Draft By-law Amendments (to be voted on at next meeting):** Tom presented the Draft of the proposed by-law amendments; majority are for clarity or minor in nature. Added new section verifying changeover of executive happens at AGM, and Schedule ‘A’ delineating exec. roles. Some discussion, rejected change to events name, and how to integrate Amy suggestion of ‘non-consumable’ guideline. Motion to ratify amended by-laws to be voted on at next meeting (May).
- **June AGM – Budget Planning:** Survey to be sent to parents seeking feedback, then proposed budget discussion by executive via email, and draft to be presented in May, for ratification at June AGM. Some items to be ‘starred’ as low priority in case funding levels aren’t met next year.
  - **Elections: Treasurer, All non-officer positions:** Catherine had forwarded her resignation as events co-ordinator, decided to defer filling position until the AGM in 2 months, will seek candidates.

#### Announcements:

The next Home and School Committee Meeting will be held on Monday May 8<sup>th</sup>, 2017 at 7:00pm.

**Adjournment:** Motion moved by Stephanie Nyilas and seconded by Thomas Beaman to adjourn the meeting at 8:44pm. **Motion Carried.**

Thomas Beaman  
Secretary, Home and School

Date of approval: