

**Millwood Home and School Association**  
**April 30, 2018 – General Meeting Minutes**

**1. Welcome and Call to Order**

- General meeting #6 of the Millwood Home and School Association was held at Millwood Jr. School (222 Mill Rd) in Etobicoke, ON, on the above date and was called to order at 6:38pm. President acted as Chair, Volunteer Coordinator 2 acted as secretary
- Members attending: Julia (President), Stephanie (VP), Kira (Volunteer Coordinator 1), Elsa (Event Coordinator), Graham (Treasurer), Stephanie (Volunteer Coordinator 2).
- Members absent: Tom (Secretary)
- Administration Representatives: Ms. Lee (Principal). (Absent: Ms. Cheung (VP))
- Others Present: 5 [REDACTED]
- Approval of minutes: No discussion. Motion moved by Volunteer Coordinator 1 and seconded by President to approve the minutes of the Feb 26, 2018 meeting. **Motion carried**

**2. President Update**

- No general update. Updates will occur throughout the agenda

**3. Principals Update**

- Beach day (March 9) ice cream was very well received – thank you. Ice cream was distributed after afternoon recess
- A message was sent to all parents regarding the raffle. The sale of items (raffle tickets) violates the new TDSB Fundraising Guide. Parents must consent yes to receive the tickets to sell, and the message must be clear that selling raffle tickets is voluntary and not mandatory. If parents wish to sell more raffle tickets they must make the request in writing to the office
- Investigating a parental consent form for fundraising be sent home with all other TDSB paperwork in September
- Principal notes from the survey:
  - Admin would like to do art based workshops for next year (i.e. Shakespeare in the Classroom). Workshops that are classroom based and include supplies etc.
  - Clubs are very well received but admin recognizes the commitment required by teachers to run the clubs. They are not mandatory (i.e. swim club)

**4. Treasurer Update**

- Budget is in a good standing - \$76,504.62 YTD Revenue and \$57,723.46 YTD Expenses
- Estimated projection for YE is \$8449.00 which does not include Fun Fair Revenues
- Outstanding expenses include; Pizza, grade 5 grad and Fun Fair
- There were no questions

**5. Secretary Update (Tom Absent / President & VP did a Survey Update)**

- All results will remain confidential – key takeaways include:
  - Parents are very supportive of all of the clubs, Scientist in the School and there is a lot of interest in music programming
  - 12 people indicated that they would be interested in leading an event next year

**Millwood Home and School Association  
April 30, 2018 – General Meeting Minutes**

- There were lots of comments about plays and presentations as well as suggestions for programs/workshops for next year
- Parents also want to see more stuff for kids in the yard (i.e. Stencils)
- Executive will take the feedback and build it into the budget for the next meeting
- A summary of the parent survey will be included in the next newsletter
- Also to be included in the next newsletter is a note reminding parents that Pizza Lunch is volunteer run (reference was made to Rm 22's field trip and missing therefore missing pizza)

**6. Fundraising Update**

- Pizza
  - Lunch Box orders will facilitate pizza orders next year – website and customer service. Day of execution will remain the same (volunteer distribution)
  - Juice will be removed from the lunch for both eco and health reasons therefore there will be a slight decrease in cost
  - There will be approximately the same number of pizza days
  - The pizza team would like to order a fridge for fruit storage – the apples have been very popular with the kids
- Cookie Dough
  - Very Successful and much less work then QSP in the fall
  - Distribution was well received and there were no issues
  - Raised approximately \$6700 (40% going to Home and School)

**7. Event Update**

- Beach day was a success
- Fun Fair
  - Fast approaching. Focus is no on logistics, volunteers and prize collection
  - Silent auction is currently live and there have been some online bids
  - Aggressive email campaign leading up to the event – expecting 5 more emails to parents over the next 2 weeks
    - Emails will come from MJS, Fun Fair and H&S accounts
  - There are no physical punch cards – everyone gets a wristband – different colours and different numbers reflect the level of play you have
  - Admin will incorporate Fun Fair into the daily announcements
  - Spread the word that online ordering is available
  - Home and School Website will be streamlined to include all Fun Fair details/information
  - The prize room will be different this year. We have over 500 FREE prizes
- Grad
  - Picture submission closed last night
  - Year book photos are almost complete except for a few staff, team and camp photos

**Millwood Home and School Association**  
**April 30, 2018 – General Meeting Minutes**

- The entire event will be held at Silverthorne – Wendy and Tanya are organizing the grade 4 parents & food etc.

**8. New Business (7:15pm)**

- Play day is on the next staff meeting agenda – Nicole will report back. H&S will support with a cold treat
- A theatre show for the school is booked for the 2<sup>nd</sup> week of June. There will be both English and French performances. The company coming is called Prologue
- Nicole is working with Trevor Brown on rescheduling Math Night. We need to use the money or we will lose it.
- A draft budget will be presented at the next meeting
- Executive to inquire about what we need to do for paying members (membership cards?)

**9. Announcements**

- The next Millwood Home & School General Meeting will be Monday May 28, 2018 at 6:30pm
- Adjournment: Motion moved by Volunteer Coordinator 1 and seconded by Fun Fair Chair to adjourn the meeting at 7:21pm. **Motion carried**

**Secretary, Home and School**

**Date of approval:**