

Millwood Home and School Association – AGM - Minutes - Meeting Date: June 12th, 2017

1. Welcome and Call to Order: The Annual General 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 7:04pm. 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: Elsa Tryfonopoulos, Stephanie Withall.

Administration Representatives: Colin Pinkney (Principal), Kim Lee (VP), Stephanie Kribs (Teacher).

Approval of minutes: Motion moved by Stephanie Nyilas and seconded by Amy Ferguson to approve the minutes of the May 8th, 2017 meeting. **Motion carried.**

2. Reports:

President: Julia presenting the proposed meeting dates for next year, indicating that in discussions with Admin they will be holding their School Council meetings on the same evenings as H&S meetings, with H&S to start at 6:30 and council at 8:00pm. Hopefully this will increase turnout for both. First meeting next year to be September 11/17. May or may not be after curriculum night. Indicated she will be sending out the 3rd newsletter before the end of the school year. Also made a specific mention to Thank all the volunteers this year for their hard work and efforts!

Principal's Update: Play day will not be at Centennial Park, just will happen on school property. Colin passed on that at most recent staff meeting, he passed on that teachers need to use up the allocated \$\$\$ for events or else it will disappear. ie. Scientist in the school, each teacher must book next year by December or else it will be able to be used by someone else. We shared a moment to Thank Mrs Lee (VP) who is moving on to a new school next year and will be missed!

Treasurer: Financial Report - Dong was out of the province, but had previously distributed an updated financial statement with the following comments:

“As of May 31st we have a bank balance of \$25,240.51 with only \$2,049.03 in cheques written but not as yet cleared through the bank. These cheques relate to Plays, Field Trips & In Class Presentations. For Revenues it would appear that we will fall just short of our Budget by 1%. A great accomplishment from all fundraising teams considering we tried a number of new initiatives this school year.

On the expenses side, we've followed through on our budget by allowing the executive to use any excess expenses unused. As such we've spent \$10,770.26 on technology which is almost \$4,000 more than what was allocated for this particular line item. Despite this extra spend, we will likely stay within the overall allocated budget for School Infrastructure Expenses.

Extra Curricular Activities are all within their budgets with the exception of School Clubs which is \$85.59 currently over budget because of a late spend for the Yoga Club. Again, with an allocated budget of \$1,000 it is an immaterial overspend. Overall Extra Curricular Activities will be well below spend by approx. \$6k to date.

Events are likely to meet budget expenditures with Grade 5 Graduation expenses to start flowing in June. The Parent Workshop was over budget by approximately 50%. It should be reevaluated for 2018 if more money is required for this particular activity.

Finally, Administration remains at about 40% of budget.”

BUDGET Presentation & Discussion: It should be noted that the budget this year went through multiple (at least 10) revisions based on feedback from stakeholders, and so minimal discussion remained at this meeting.

Tom mentioned that the revenue estimates of 70% of the parents paying the \$50/child in cash (\$100 per family) are a 'best-guess' and that if they do not meet expectation, we will have to scrap the 'whole school' trip as budgeted. Colin was asked why the zoo idea wasn't accepted, he said the teachers were not unified behind it, but were unified in agreeing to some sort of trip. The Royal Winter fair was next proposed, again with no agreement, before teachers agreed on Toronto Symphony Orchestra.

However, details on exact timing and cost were still missing, so it was decided to wait to plan until after September when H&S revenue will also be clear. Budget line is for \$8,500.

Elsa asked if Fun fair revenue/expenses had been set already? Clarified that the numbers were taken straight from the last FF in 2016 and are therefore dependent on whoever is running it in 2018.

-Colin verified the rugby workshops will be \$750 under fitness/sports expenses and that it's a 'learn-to-play' style program and should run the week including all/most of the students. Good deal.

-Kim confirmed the \$3000 for spin bikes should purchase 2, slim possibility of a 3rd.

- 'Medium-Term' infrastructure goals-Budget as presented should procure approx \$18,500 towards a larger project for the school, and will poll parents in fall to determine what to try and do. Anticipate a slow process working through the TDSB to accomplish this, and inflated costs

Ratification Vote: (Parents & Non-Executive Only): Votes For: 4, Against: 0. **Budget Ratified.**

Secretary: – Tom will update the website with dates as they are firmed up; will also contact OFHSA to verify process for getting a tax donation receipt for parent donations next year, and applicable dates.

- ELECTIONS:

The executive consented to sharing of positions where needed.

There were no nominations from the floor. Results of the Election were:

- Treasurer (2-year term): Graham Richardson (Acclaimed)
- Events Coordinator (1 year term): Elsa Tryfonopoulos (Acclaimed)
- Volunteer Coordinator (1 year term): Kira Vallance & Stephanie Withall (shared)(Acclaimed)

3. Unfinished Business

MEAL PROGRAMS:

- Pizza - Katie was absent but forwarded her comments: "We have just one lunch left. Team for next year is organized, will have welcome back letters/online ordering ready before end of June."
- Kids Kitchen – Colin indicated still status quo. Low takeup, but they will continue until they don't.
- Subway – As indicated in Dong's financial update, revenues were lower than anticipated. Being discontinued next year and replaced with more pizza days, which have much higher interest.

EVENTS:

- **Grade 5 Grad** – Katie passed on that "Grad committee will stuff loot bags next week for the Grads and then we are ready. Great team of parents working together for grad!" Amy mentioned that the Costco cakes ordered are not nut-free and to try and offer a nut-free option next year from elsewhere.

- **Play Day / Canada 150** – Colin confirmed planned for June 23 (rain day June 27). Previously we increased the budget to \$1000 as this was originally proposed to go to Centennial Park, but due to scale of that (and that it's a pizza lunch day) it will just be held at Millwood. Plan to do a whole-school photo in shape of '150' taken from rooftop and give each student a copy of pic. Julia offered her camera to use,

4. New Business:

- NEXT YEAR PLANNING - EVENTS

- **Wellness Events & Math Night** – Colin confirmed there is interest in holding both again next year, especially Math night; Julia confirmed that budget has been allocated for both. Dates TBA.

- SPECIAL THANK YOU

- A special note of Thanks was made to Amy Ferguson who has served with distinction on H&S in various capacities for 9 years and will be leaving the school at year-end.

- A Thank You as well to our outgoing Treasurer Dong Lee who is also leaving the school and has done an excellent job throughout his term. Thanks to you both!

Announcements:

The next Home and School General Meeting will be on Monday September 11th, 2017 at 7:00pm.

Adjournment: Motion moved by Amy Ferguson and seconded by Tom Beaman to adjourn the meeting at 7:51pm. **Motion Carried.**

Thomas Beaman
Secretary, Home and School

Date of approval: