

Millwood Home and School Association – Minutes - Meeting Date: November 14th, 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 November 14th, 2016, and was called to order at 7:02pm. President Julia Huttram acted as Chair, Thomas Beaman as Secretary.

Members Attending: Thomas Beaman, Amy Ferguson, Julia Huttram, Dong Lee, Stephanie Nyilas, Kira Vallance, Catherine Weber.

Members Absent: -none-

Others Present: Monica Thompson, Elsa Tryfonopoulos.

Administration Representative: Kim Lee (Vice-Principal)

Approval of minutes: No discussion. Motion moved by Amy Ferguson and seconded by Thomas Beaman to approve the minutes of the October 16th, 2016 meeting. **Motion carried.**

2. Reports:

President: (7:05pm)

Julia Huttram welcomed everyone. Signupgenius is working very well, grandparents tea was full. She explained she's investigating online payments for next year; there are several options and the fee is 3%. Other schools use it for pizza, BBQ, etc and it also creates a contact list / record of payments. TDSB used Kevgroup, but she found a wholly Canadian company Sagoto that works the same. Elsa mentioned that many parents are still not aware of H&S and our role, and additional email blasts for the meetings and events would be appreciated.

Positions Available:

- **Job Shadow Role** – Julia is looking for someone to fill this role pertaining to Staff Appreciation day, which spurred a discussion about future roles that will need replacements; Dong is actively seeking his replacement as well.

Principal's Update (7:40)

Mrs Lee mentioned the TDSB objective of going cashless/online in the next ~2 years. Thx for grandparents tea, they are pushing the \$10 trip subsidy and book fair, recess kits are well received, and the new Behringer sound system (which was ½ the budgeted price). Held first play/presentation (Incredibrent & SuperSarah), got new basketball nets, and eco club may require funds.

Treasurer:

Financial Report - Dong handed out an updated financial statement. Bank balance as of October 31st, 2016 was \$72,970.28 with cheques of \$3,064.15 still to clear. Expenses to date are \$13,801.18. There was an issue with the 'leadership lunch' and a couple other cheques (~\$150) from 2015-16, that did not clear until after the fiscal year ended (sept 2016). It was temporarily allocated to staff appreciation day, but after discussion will be itemized separately with a footnote explanation, as there was no budget line for leadership lunch in this fiscal year.

Secretary:

d) Secretary - Thomas mentioned we need to send our OFSHA membership info and dues, but was awaiting the 'audited' financial statements. Dong said traditionally they're audited by the incoming or former treasurer, and he's in the process of finding one. If it isn't done shortly, we'll send the membership forms in without, and the financial statements later.

3. Unfinished Business:

MEAL PROGRAMS:

- Pizza Lunch – Were asked if we are at max # of days possible to offer this? Yes, we increased from last year. Discussion about offering milk, but due to strict rules (separate fridge) a dedicated volunteer would be needed, but open to finding one.

- Subway Lunch – Response is similar to last year, however Stephanie noted profit used to be higher (now=\$1/meal). Yearly profit ~\$1800. It's a lot of work and she'll be 'retiring' this year. Will seek a replacement (post to website) but if none found she suggests canceling. Discussion ensued

EVENTS:

- **Grandparents Tea** – Thanks to Katie for a great job (with many helpers!). Monica suggested next year each class stop and be announced. Elsa requested kids go slower as it's a highlight for many grandparents. Discussion also about starting slightly earlier to allow more time to eat as even though there was less food requested from last year, there were still lots leftover. Also let people take some home. Kim will amend for next year.

- **Book Fair #1 – November 15-17** – Signupgenius already filled, extending Thursday time to 8pm to allow parents at interviews to stop by. Julia reiterated all profits go back into the school library.

- **Xmas Concert** – To be December 21st; H&S to hand out hot chocolate, hold 'front row seats' raffle.

Fundraising:

- **Chocolates** – Results were short of target and workload higher than anticipated (thanks to Julia and Steph for getting it done!). 200 families sent in cheques (of which ~150 paid in advance), 40 refused to participate, 160 boxes were leftover to sell and ~90 of those were sold, LaMontagne has been reasonable, took back 24 boxes at no cost. 27 boxes alone sold by executives.

- **Discussion for next year - request for \$\$\$** - Discussion around just asking directly for \$\$, set goals / tiers whereby if we don't meet that level, specific programs will be axed. Dong said it's doable to setup the budget that way.

4. New Business: (8:35pm)

EVENTS:

- **Staff Appreciation Day** – Julia and Amy are organizing and will occur January 19th at Millwood. Discussed during president's update. Volunteers will be required for this event and the signup is active.

- **Skating Day – January 2017** – Date options feb 4 or 11, likely 12-1. Consider an indoor rink but it is \$300/hr, compared to ~half. Katie looking at more options, will check Canlan, etc. and backup is back at West Deane same as last year.

Announcements:

Next Home and School Committee Meeting will be held on Monday January 9th, 2017 at 7:00pm.

Adjournment: Motion moved by Stephanie Nyilas and seconded by Julia Huttram to adjourn the meeting. **Motion Carried.** The Meeting was adjourned at 8:47pm.

Thomas Beaman
Secretary, Home and School

Date of approval: