



QMS Parents' Association

Minutes of Meeting

November 4, 2019

8:10am in Karin Quinn Hall

PA Executive:

Sherra Collett	Chair
Rachel Munro	Vice-Chair
Kevin Westwick	Treasurer
Laura Hagen	Secretary – Absent
Kirsty Grant	Community Welfare
Alana Smith	Past Chair

QMS Staff:

Hayley Picard
Wilma Jamieson

PA Members:

Mary Williams
Laura Work
Andrea Blum
Megan Lowery

Board of Govenors:

Mary DeLury
Jennifer Pelton

Called to Order at 8:11am

Welcome and Introductions

Motion moved by Alana Smith, seconded by Mary Williams.

“To Approve the Minutes October 7, 2019 as presented.”

Carried

Reports

Chair: We have been busy preparing for the Bazaar as well, we have had many things happening at once....Family Fun Night, Samosa Orders, Wreaths and Poinsettia orders launched. PA Executive should look at everything that is transpiring in these 2 months and see if we need to make changes. We are supporting several fundraisers at one time, but everything seems to go hand in hand.



Vice Chair: Nothing to Report

Treasurer's Report: We received our donation from the senior school to support the raffle for the Bazaar

Community Welfare: Two condolence cards were written this month.

Class Reps: Curious about the Thrifty Cards and how they work... (Discussed further on in the meeting).

PA Fundraiser Updates:

DFS:

- This fundraiser was extended and we received extra orders. We have just placed call to get the estimated time of arrival for the shipments to the school. All orders will come already sorted and many have been shipped to private addresses.
- We made \$1,500 in this fundraiser and so we feel it's one that we can repeat. DFS has seasonal changes in their catalogue and so it could be run again with different products.
- 45% rate of return
- One item was not available online (wrapping paper)

Family Fun Night:

- 126 paid attendees and over 150 people through the door
- In our initial request for volunteers via the PAC, we had one couple step up to volunteer. Once our second ask came through the primary teachers, we had several more volunteers come out. It was interesting that people responded much better to this method.
- Several parents stayed to clean up and we had lots of extra baking and some leftover pizza. Leftover pizza and baking were given to the residences.
- \$650 made from this fundraiser

Thrifty Smile Cards:

- We have been approved for another cycle of fundraising with Thrifty's but have been late to launch this year.
- The old cards will work but we want to distribute more cards to new families at QMS.
- Thrifty Foods likes us to say what we are raising the funds for each year.
- Options are to have a poster at the upcoming Bazaar to advertise. Social media is another way to spread the word.
- We don't want to overwhelm parents and so we will launch before Christmas but after the Bazaar.





Bazaar:

- Raffle tickets are going out on circulation today. Plans are going well and we will do an ask for volunteers in the near future.

Raffle:

- 2,400 tickets are printed and ready to go.
- 1st Prize is \$1,000 cash
- 2nd Prize is an Apple Watch
- 3rd Prize is a \$250 Gift Card to BC Ferries
- There will be a pizza party for the class that sells the most tickets.
- The deadline to have this class pizza party will be January 30th.

Samosas:

- 1,098 Samosas have been pre-ordered. This is 150 less than last year.
- We are looking for a few more volunteers to help make the samosas on November 8th.

Wreaths & Poinsettias:

- Orders are due November 7th
- We will order extra to have available at the Bazaar. All orders will be picked up at the Bazaar.

Dates to Remember: Bazaar, November 30th, 2019

Next meeting **Monday, December 2, 2019** at 6:30pm in Karin Quinn Hall.

Attached: QMS PA Financial Statements



QMS PAC
Balance Sheet
As of November 26, 2019

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	37,526.65
Gaming	8,598.55
Restricted Funds	0.00
Total Cash and Cash Equivalent	\$ 46,125.20
Total Current Assets	\$ 46,125.20
Total Assets	\$ 46,125.20
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$ 0.00
Total Current Liabilities	\$ 0.00
Total Liabilities	\$ 0.00
Equity	
Opening Balance Equity	17,981.23
Retained Earnings	9,404.08
Profit for the year	18,739.89
Total Equity	\$ 46,125.20
Total Liabilities and Equity	\$ 46,125.20

QMS PAC
Profit and Loss
September 1 - November 26, 2019

	Total
INCOME	
Fundraising (net)	
Bazaar	566.12
Family Fun Night	610.36
Mabel's Labels	54.30
Unicycler	11,568.00
Total Fundraising (net)	\$ 12,798.78
Gaming Grant	6,520.00
Interest	7.92
Total Income	\$ 19,326.70
GROSS PROFIT	\$ 19,326.70
EXPENSES	
Bank fees	4.00
General Admin	582.81
Total Expenses	\$ 586.81
PROFIT	\$ 18,739.89