



# LORD AYLMER HOME AND SCHOOL

## MONTHLY MEETING

**Date:** 27 September 2024

**Time:** 1830 hrs

**Facilitator:** April Moffatt (President)

ATTENDANCE			
TOTAL	GROUP	NOTES	
	Executive Committee	<b>Present</b>	<b>Name / Position</b>
			April Moffatt (President)
			Véro Beaudry (VP)
			Ciaran Dooley (Treasurer)
			Nicole Smith (Secretary & Membership)
			Ashley Tetreault (Volunteer Coordinator)
			Tamara Black (Media-1)
			Jessica Laframboise (Media-2)
	H&S Membership	Voting members	
	<b>Total Present</b>		
MEETING ADMINISTRATION			
ITEM	AGENDA ITEM	PRESENTER	ACTION / NOTES
1	Approval of the agenda	April	Approval of the agenda: Ashley Motioned by: Jessica Seconded: Approved
REPORTS			
2	Treasurer's report	Ciaran	<ul style="list-style-type: none"> <li>● Overview and explanation of accounts provided (TD, stripe, and cash).</li> <li>● Stripe account balance is used to pay for pizza.</li> <li>● \$500 is for families in need. Last year we assisted two families.</li> <li>● \$500 for special project that members voted on to upgrade basketball court at sr. campus.</li> <li>● Bank account can accept e-transfers but cannot send them as we require two signatures. Membership fees can be paid via e-transfer now.</li> </ul>



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			<p><b>Back to school BBQ</b></p> <ul style="list-style-type: none"> <li>● Budget was \$2000. We were under at \$1723.</li> <li>● Profit was \$2900 plus sales from ice cream truck which is still being calculated.</li> </ul>
3	Communication Report	Tamara / Jessica	<ul style="list-style-type: none"> <li>● Tamara creates posters / graphics and Jessica monitors FB account messages.</li> <li>● H&amp;S email is monitored by April and Vero. Tamara will be added.</li> <li>● Posting on FB groups: Ashley and Jessica will post on the LA Rocks page and Tamara and Jessica will post on LA Parent group and all other groups.</li> <li>● Webmaster is now Ciaran.</li> </ul> <p><b>How to submit content</b></p> <ul style="list-style-type: none"> <li>● Tamara requires a lead time of 10 days.</li> <li>● Lead for projects to update <a href="#">spreadsheet</a> on Google drive.</li> <li>● Sam and Hannah suggested that H&amp;S provide their event details to them before the 1<sup>st</sup> of the month so it can be included on school calendar.</li> <li>● Tamara will communicate with principals on events.</li> <li>● Ashley will create list of what event lead should do and will add to Google drive.</li> </ul> <p><b>Media Budget</b></p> <ul style="list-style-type: none"> <li>● Tamara suggested a budget for the media team which could be used to pay for a Canva account as the free account is limited.</li> <li>● Tamara will follow up with Ciaran to confirm price of Canva.</li> <li>● Sam / Hannah will look into the school Canva account to determine if it can be shared with H&amp;S.</li> <li>● Next meeting we will discuss a collapsable banner with QR code to use at events.</li> </ul>
3	Principal Message	Sam / Hannah	<p><b>Playscape Project (junior campus)</b></p> <ul style="list-style-type: none"> <li>● H&amp;S supported project with \$7500 donation. A cheque was provided this school year.</li> <li>● Mulch, pad, and shed are set up at junior campus.</li> </ul>



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			<ul style="list-style-type: none"> <li>• The school is seeking donations from the community.</li> <li>• The next step is the senior campus project.</li> <li>• A ticket has been put in to have yard paved – this work will be completed in the summer. Next will be painting the basketball court.</li> <li>• Playscape for senior campus will follow, however the sr. campus can use the jr playscape currently.</li> </ul>
5	Quebec Federation of Home and School Association (QFHSA) Updates	Debi	<ul style="list-style-type: none"> <li>• Debi Brown is a long time H&amp;S member and is part of the QFHSA finance committee.</li> <li>• QFHSA offers various workshops which are included <a href="#">online</a>.</li> <li>• November 16 is the annual fall conference in Montreal. It is a half-day event that starts at 8AM. QFHSA will pay hotel, meals and travel. This year's theme is AI.</li> </ul>
<b>BUSINESS</b>			
6	Membership, payments and welcome new members	Nicole	<ul style="list-style-type: none"> <li>• Welcomed new members, explained membership.</li> <li>• Membership benefits include (voting powers at h&amp;s meetings, access to workshops etc., subscription to QFHSA newsletter etc.). <a href="#">Click here</a> for more info.</li> <li>• Membership fee is \$25 and deadline for payment is October 18, 2024. Payment can be made <a href="#">online</a> or via e-transfer (<a href="mailto:lordaylmerhs@gmail.com">lordaylmerhs@gmail.com</a>).</li> </ul>
7	Playscape Update	Sam/ Hannah	See principals message above.
8	Upcoming Meetings	April	<ul style="list-style-type: none"> <li>• Meetings will occur on <u>one</u> Thursday of each month at 6:30 PM in the senior campus teacher's lounge.</li> <li>• Notification of the date will be sent out in advance.</li> </ul>
9	H&S Responsibilities	April / Vero / Ashley	<ul style="list-style-type: none"> <li>• A detailed description of each executive role was provided. For more information you will find detailed information on the <a href="#">QFHSA site</a>.</li> </ul>
10	Pizza Update	Ciaran / Johnny	<ul style="list-style-type: none"> <li>• Johnny will take over list oversight and management.</li> <li>• Current sales are \$13,680 and ordering deadline is tomorrow (September 27).</li> <li>• There are 9 identified students in need. We have 137 slices being donates however to</li> </ul>



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			<p>provide each student with two slices we need 216 slices.</p> <ul style="list-style-type: none"> <li>Historically, H&amp;S would take funds from the account to supplement. Sam and Hannah advised that the school can cover the cost of the additional slices if needed.</li> <li>Napkins and gloves will be purchased from the year once an estimate has been completed on numbers.</li> <li>Vero is responsible for purchasing napkins and gloves.</li> <li>Johnny requested that when there are clubs at lunch that a list of students in those clubs be provided so a separate box of pizza can be created. Sam and Hannah will provide lists as required.</li> </ul>
11	Movie Night at Junior Campus	April / Vero	<ul style="list-style-type: none"> <li>Date: September 27, 2024.</li> <li>Cineplex Hull is providing popcorn.</li> <li>Gym capacity is 200.</li> <li>Sign-up genius is up for RSVP.</li> <li>Popcorn and 1 drink is included with admission. Additional snacks for purchase.</li> </ul>
12	Halloween Dance	Amanda	<ul style="list-style-type: none"> <li>The dance will be on Friday, October 25 from 6PM – 8PM.</li> <li>Amanda is the lead and will update spreadsheet information for Tamara.</li> <li>We will look to have gift card prizes for best costume.</li> <li>Whoopi Ballons will provide photo booth set up as they have in the past. The cost is around \$300.</li> <li>A photographer will be available. A permission to release photos to our FB page will be available for parents to sign. This way we can post photos online for parents to copy.</li> </ul>
13	Christmas Bazaar	April / Vero	<ul style="list-style-type: none"> <li>April, Vero, and Cassandra are the leads.</li> <li>The bazaar is November 30, 2024.</li> <li>An email has been sent out to the 2023 vendors.</li> <li>A poster for vendors needs to be put up online asap.</li> <li>New: pancake breakfast.</li> </ul>



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			<ul style="list-style-type: none"> <li>• We will no longer have hot dogs for lunch but will continue with chili and a bun for lunch.</li> <li>• We need to seek out raffle prizes.</li> </ul>
14	Fundraising	Vero	Future fundraising ideas: <ul style="list-style-type: none"> <li>• Pickle vixen</li> <li>• Pumpkin sales (2025)</li> <li>• Vessy seeds</li> <li>• Scholastics (Sam/Hannah to confirm November parent teacher meeting dates).</li> <li>• Crocs jibbitz sales.</li> </ul>
<b>Varia</b>			
15	Open Round Table	All	<ul style="list-style-type: none"> <li>• All discussion was held throughout the meeting and has been captured above.</li> </ul>
<b>ADJOURNMENT</b>			
16	Next Meeting Date	April	Date(s) set: Thursday, October 17 at 6:30PM.
17	Meeting Adjourned	Vero	Meeting adjourned at 8:15PM.