



LORD AYLMER HOME AND SCHOOL

MONTHLY MEETING

Date: October 17, 2024

Time: 1830 hrs

Facilitator: April Moffatt (President)

ATTENDANCE			
TOTAL	GROUP	NOTES	
8	Executive Committee	Present	Name / Position
		X	April Moffatt (President)
		X	Véro Beaudry (VP)
		X	Ciaran Dooley (Treasurer)
		X	Nicole Smith (Secretary & Membership)
		X	Ashley Tetreault (Volunteer Coordinator)
		X	Tamara Black (Media-1)
		X	Jessica Laframboise (Media-2)
		X	Marie-France Larocque (Webmaster)
	H&S Membership	Voting members	
	Total Present		
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	<p><u>Pizza Day</u></p> <ul style="list-style-type: none"> cheques are dropped off weekly to Pizza Bob. \$10,000 in account is reserved for Pizza Day payments to Pizza Bob. <p><u>Movie Night</u></p> <ul style="list-style-type: none"> We were below budget at \$198. Our profit was \$204. 98 tickets were sold. We will plan a Sr. Campus movie night in the future.



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			<ul style="list-style-type: none"> • We are looking to purchase an inflatable movie screen which can be used indoors and outdoors. An e-vote will be created and sent out to voting members. <p><u>Treasurers Report Summary</u></p> <ul style="list-style-type: none"> • Miscellaneous administration (\$300): this covers items such as cheques, markers, posters etc. This money is not always used but is set aside should purchased need to be made. • Website (\$550): we pay \$500 for Weebly and \$32 for the domain. • A discussion was held on researching changing to word press or another company to save money. Further research and discussion will be required. • QFHSA AGM Functions and Awards (\$900): this includes attending functions such as conferences, awards, plaques etc. Awards and plaques are required under QFHSA. We can discuss and look at adjusting/reducing the budget.
3	Communication Report	Tamara / Jessica	<p><u>Canva</u></p> <ul style="list-style-type: none"> • The Canva purchase was approved through e-vote. • Tamara will cancel current Canva account under her name and Home and School will create a new account. This will allow access and membership to roll over with new members. <p><u>Bazaar</u></p> <ul style="list-style-type: none"> • A post seeking vendor applications will go up asap. <p><u>MacMillans</u></p> <ul style="list-style-type: none"> • The poster for MacMillans will be completed and go live asap. • Ordering opens October 17 and closes November 17. • We receive 30% kick back • The orders ship directly to Lord Aylmer so we will need help organizing and distributing.



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3	Principal Message	April on behalf of Sam and Hannah	<p><u>Terry Fox</u></p> <ul style="list-style-type: none"> • Lord Aylmer raised \$6500. <p><u>Emergency Preparation</u></p> <ul style="list-style-type: none"> • Emergency preparation and drills are underway to ensure staff and students are prepared. <p><u>Progress Reports</u></p> <ul style="list-style-type: none"> • Progress reports were posted and available as of October 11. <p><u>Governing Board</u></p> <ul style="list-style-type: none"> • At the last meeting Ciaran was elected as the chair. There is a new co-chair as well. • The next meeting is November 13. <p><u>LA Glam</u></p> <ul style="list-style-type: none"> • Coordination is underway. We will be ordering 2x per year: December and Mid-year. • Details will be included in future e-mail communications to parents and guardians.
5	Quebec Federation of Home and School Association (QFHSA) Updates	Debi	<ul style="list-style-type: none"> • No updates provided at this meeting due to Debi's absence.
BUSINESS			
6	Governing Board Update	Ciaran / Ashley	<ul style="list-style-type: none"> • As noted above, Ciaran was elected as the chair. • Meeting minutes from this year are not yet available but will be looked in to. • The Gatineau Police will be reviewing the school and emergency procedures. • There is one home and school seat available with the Governing Board. • Tamara was the only member to express interest. Tamara will attend the next Governing Board meeting on November 13 to be voted in.
7	Webmaster	April	<ul style="list-style-type: none"> • Marie-France is the new webmaster for home and school.
8	Memberships	Nicole	<ul style="list-style-type: none"> • Membership payment deadline is October 18. This will allow Nicole to submit payment



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			<p>and membership list to QFHSA by deadline of October 31.</p> <ul style="list-style-type: none"> • Members can join at any time throughout the year. As new members are added, the list will be updated, and payment sent to QFHSA. • As of now, it looks like we will have 22 paid members once all payments are received.
9	Scholastics	Amanda	<ul style="list-style-type: none"> • There is \$550 leftover in our balance which will go towards art supplies. • We are trying to switch the pre-booked dates and change it to November 30th to align with the Bazaar.
10	Halloween Dance	Amanda	<ul style="list-style-type: none"> • The dance is October 25th from 6PM to 8PM. • Treats will be \$1 and treat bags \$1.50 • We have enough volunteers and they have been notified of the time to arrive and their volunteer location.
11	Christmas Bazaar	April / Véro	<ul style="list-style-type: none"> • We have 29 tables available and 21 of those have been booked by vendors. • We will have a *new* pancake breakfast available (\$5/3 pancakes) • We will have chili & a bun available for lunch. We will need 10 pots of chili donated. • We will continue with spin the wheel – we need to purchase prizes. • Ashley will send the volunteer list an email seeking volunteers for the event. • We are seeking gift cards for raffle prizes. A list of past and potential businesses to donate is on the Google Drive. • November 15 is the deadline for raffle donations. Alternative plan is to create baskets like we did last year. • Super C is donating 200 candy canes. • Santa will be on site from 11AM – 1PM.
12	New Fundraisers	Véro	<ul style="list-style-type: none"> • Pumpkin sales (for next year). There are local farms that we can source. • Half cow. We can sell tickets to win a half cow from a local farm. • Christmas wreath sales. • DQ Log Cakes (Mother's Day / Father's Day).



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			<ul style="list-style-type: none"> • Coffee Sales (Brown Bag Roasters or other local coffee company). • Croc Charms. • Purdy's (Easter). • Bingo (April). • Movie Nights (Jr., Sr., Outdoor). • Spring garage sale.
Varia			
13	Round Table	All	<p><u>Criminal Background Checks</u></p> <ul style="list-style-type: none"> • All home and school members and volunteers who enter the school are required to have a valid background check. • There is no fee to obtain a background check through the WQSB. • Contact Karen Comfort at Jr. Campus for form and details on submitting. Kcomfort@wqsb.qc.ca • They are valid for 2 years. • We will keep a list of who has their background check and the expiry to ensure we meet the school requirements. • Please advise Nicole Smith once you receive your approved background check. <p><u>December H&S Meeting</u></p> <ul style="list-style-type: none"> • The December meeting will be held on December 12th. • This will be our holiday meeting and will be held at a local restaurant. • An e-vote for location will be sent soon.
ADJOURNMENT			
16	Next Meeting Date	April	Date(s) set: November 20 at 6:30 PM in the senior campus teachers' lounge.
17	Meeting Adjourned	Véro	Meeting adjourned at 8:30PM.