



# LORD AYLMER HOME AND SCHOOL

## MONTHLY MEETING

**Date:** September 22, 2025

**Time:** 6:30 PM

**Facilitator:** April Moffatt (President)

1. ATTENDANCE			
TOTAL	GROUP	NOTES	
6	Executive Committee	<b>Present</b>	<b>Name / Position</b>
		X	April Moffatt (President)
			Véro Beaudry (VP)
		X	Ciaran Dooley (Treasurer)
		X	Nicole Smith (Secretary)
		X	Ashley Tetreault (Volunteer Coordinator)
		X	Marie-France Larocque (Media Coordinator and Webmaster)
		X	Val MacMillan (Membership & Social Media)
6	H&S Membership	Voting members	
12	<b>Total Present</b>		
2.0 MEETING ADMINISTRATION			
ITEM	AGENDA ITEM	PRESENTER	ACTION / NOTES
2.1	Approval of the agenda	April	Motioned by: Ciaran Seconded: Marie-France Motion results: approved
2.2	Approval of Minutes from April 2025	April	Motioned by: Ciaran Seconded: Marie-France Motion results: approved
2.3	Introduction of Executive Members and Members in the room	April	Executive members and attendees present in the room briefly stated their name, role and number of children at Lord Aylmer.
3.0 REPORTS			
3.1	Treasurer's report	Ciaran	<b>2024/25 Budget Review</b> <ul style="list-style-type: none"> <li>• A review of the 2024-2025 budget occurred</li> <li>• Total profit was \$6200</li> </ul> <b>2025/26 Budget Review</b>



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			<ul style="list-style-type: none"> <li>• Current assets are listed at \$40,000</li> <li>• The estimated cost for pizza is included in this amount; however, the final expense is pending until the pizza ordering session closes.</li> <li>• Once finalized, the pizza expense will be deducted from current assets.</li> <li>• It was noted that events and school activities are the primary high-cost items in the budget.</li> <li>• Ashley raised the question of whether the budget for certain events should be increased to avoid overspending.</li> <li>• The group acknowledged that last year the spending exceeded the budget for SAW and movie night and the rising cost of food and drinks.</li> <li>• Budget was moved by Debi; however, changes are required.</li> <li>• The budget approval was motioned to table to the October meeting to allow for changes.</li> </ul>
3.2	Quebec Federation of Home and School (QFHSA) Update	Debi	<ul style="list-style-type: none"> <li>• The Western Quebec Home and School event will take place on October 4<sup>th</sup> at the school board office on Katimavik from 9:30 AM to 2:45 PM. Lord Aylmer will have a representative there.</li> <li>• The Fall Conference in Montreal, hosted by the QFHSA, is on November 8<sup>th</sup>. Additional details will be posted on the QFHSA website once available.</li> <li>• QFHSA will pay for hotel and mileage for attendees of the Fall Conference.</li> <li>• Debit noted that it is important for each home and school to periodically review the QFHSA mission statement.</li> <li>• Debi will bring details of the QFHSA end-of-year awards to October meeting.</li> <li>• Debi and Ashley are working on the code of conduct and will submit a draft to the principals to review.</li> </ul>
3.3	Principal Message	Sam / Hannah	<ul style="list-style-type: none"> <li>• The LA Home and School Association has requested that the school submit a long-term goal to help determine how the association can support its achievement.</li> </ul>



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			<ul style="list-style-type: none"> <li>● April and Vero currently hold the list of proposed goals.</li> </ul> <p><b>Outdoor Playscapes</b></p> <ul style="list-style-type: none"> <li>● The school will have a meeting with buildings before Winter.</li> <li>● Outdoor games and painting activities are scheduled to be complete before Winter.</li> </ul> <p><b>Governing Board</b></p> <ul style="list-style-type: none"> <li>● The Annual General Meeting was held after the back-to-school BBQ.</li> <li>● All seats are filled, except for the two community member positions.</li> <li>● We aim to host the first meeting, October 22 where the community members will be voted on.</li> </ul> <p><b>WQSB Literacy Council</b></p> <ul style="list-style-type: none"> <li>● The literacy council will host events at the school during the current school year.</li> <li>● The first event is scheduled for October 20<sup>th</sup> from 5:00 PM to 6:00 PM and will feature family journal making.</li> <li>● Event details will be shared with the community when available.</li> </ul>
<b>4.0 BUSINESS</b>			
4.1	Update on purchases from last year	April / Ciaran	<p><b>Outdoor Activities</b></p> <ul style="list-style-type: none"> <li>● Two storage boxes per campus have been purchased to hold outdoor toys.</li> <li>● The school covered the cost difference above the approved budget.</li> <li>● A variety of outdoor toys (soccer balls, basketballs, chalk) were purchased for a total of \$754.</li> <li>● There is \$1200 remaining in the approved budget for outdoor items.</li> <li>● Debi will do regular inventory of the items purchased.</li> <li>● A shed for the special education class has been purchased.</li> <li>● The school is responsible for assembling and installing the shed.</li> </ul>
4.2	Recap: back to school BBQ	Ciaran	<ul style="list-style-type: none"> <li>● Chips and pop sold out at the event.</li> </ul>



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			<ul style="list-style-type: none"> <li>• Jumbo hot dogs were especially popular.</li> <li>• Approximately 200 regular hot dogs were returned to Super C.</li> <li>• The event budget was \$2000, but actual spending exceeded \$294.</li> <li>• The event generated a profit of \$2590</li> </ul>																																	
4.3	Membership	Val	<ul style="list-style-type: none"> <li>• Membership fee is set at \$25 and is due by October 13.</li> <li>• There are currently approximately 25 members registered.</li> <li>• All fees and forms due by September 30 have been submitted to QFHSA.</li> </ul>																																	
4.4	Pizza	Marie-France	<ul style="list-style-type: none"> <li>• A total of 392 slices have been purchased so far. <ul style="list-style-type: none"> <li>• Of these, 170 were purchased for the full year.</li> </ul> </li> <li>• For comparison, 442 slices were purchased by the end of session 1 last year.</li> <li>• There have been 271 donated slices so far.</li> </ul>																																	
4.5	Scheduled events for the year	April	<table border="1"> <thead> <tr> <th>Event</th> <th>Date</th> <th>Lead</th> </tr> </thead> <tbody> <tr> <td>Back to school BBQ</td> <td>September 18</td> <td>April / Marie-France</td> </tr> <tr> <td>Halloween Dance</td> <td>October 24</td> <td>Amanda / Lynne</td> </tr> <tr> <td>Movie Night</td> <td>November 21</td> <td>Sam</td> </tr> <tr> <td>Bazaar</td> <td>November 29</td> <td>April/ Vero/ Marie France</td> </tr> <tr> <td>Holiday Send Off</td> <td>December 15</td> <td>Ciaran</td> </tr> <tr> <td>100<sup>th</sup> Day Party</td> <td>February 11</td> <td>TBD</td> </tr> <tr> <td>SAW</td> <td>TBD</td> <td>Lynne</td> </tr> <tr> <td>Movie Night</td> <td>April 10</td> <td>Ciaran / Lynne</td> </tr> <tr> <td>Spring Dance</td> <td>May 1</td> <td>Amanda / Nicole / Tanya</td> </tr> <tr> <td>Spring Garage Sale</td> <td>May 23</td> <td>Marie France</td> </tr> </tbody> </table>	Event	Date	Lead	Back to school BBQ	September 18	April / Marie-France	Halloween Dance	October 24	Amanda / Lynne	Movie Night	November 21	Sam	Bazaar	November 29	April/ Vero/ Marie France	Holiday Send Off	December 15	Ciaran	100 <sup>th</sup> Day Party	February 11	TBD	SAW	TBD	Lynne	Movie Night	April 10	Ciaran / Lynne	Spring Dance	May 1	Amanda / Nicole / Tanya	Spring Garage Sale	May 23	Marie France
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4.6	Sub committees / events	April	<ul style="list-style-type: none"> <li>• It was agreed that sub-committee meetings will be held separate from the regular monthly meetings.</li> </ul>																																	



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			<ul style="list-style-type: none"> <li>• This approach will help keep monthly meetings focused and on schedule, while allowing event planning and other specific topics to be addressed by those directly involved.</li> <li>• At least one member of the executive must be present at each sub-committee meeting.</li> </ul>
4.7	Halloween Dance	Amanda	<ul style="list-style-type: none"> <li>• Amanda has two years left on the committee and recommended that someone shadow her to ensure a smooth transition when her term ends.</li> <li>• Lynne will assist Amanda with event.</li> <li>• Sam and Hannah will DJ the event.</li> <li>• Starbucks donated Halloween themed cups, which the principals will distribute as prizes.</li> </ul>
4.8	Scholastics Book Fair	Amanda	<ul style="list-style-type: none"> <li>• Scholastic Book Fair dates are confirmed for November 19–22. Although these dates typically align with parent-teacher meetings, Scholastic was unable to adjust the schedule this year.</li> <li>• Parent-teacher meetings are scheduled for November 27–28.</li> <li>• To maximize traffic, the Movie Night will be held during the November 21, coinciding with the Book Fair.</li> </ul>
4.9	Vote to purchase folding tables	April	<ul style="list-style-type: none"> <li>• It was noted that the current inventory of folding tables is down to 20, while a minimum of 30 is required to support events, particularly the bazaar.</li> <li>• The committee discussed purchasing additional tables, with prices ranging from \$70-\$80 at Canadian Tire.</li> <li>• Move to purchase tables up to a total of \$100 was motioned by Amanda. It was seconded by Lynne. All members voted in favour.</li> </ul>
<b>5.0 Varia</b>			
5.1	Open Round Table	All	<p><b>Background Checks</b></p> <ul style="list-style-type: none"> <li>• You must ensure you have your background check up to date or you will not be able to volunteer in the school.</li> <li>• Your form can be submitted to either campus in person with 2 pieces of ID.</li> </ul>



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			<ul style="list-style-type: none"><li>• Nicole will cross reference background checks with the school.</li></ul>
<b>6.0 ADJOURNMENT</b>			
6.1	Next Meeting Date	April	<p>Date(s) set: Thursday, October 20 at 6:30PM</p> <p>Meeting dates for the year have been scheduled; however, they may be subject to change. All meetings are at 6:30 PM in the senior campus teacher lounge.</p> <ul style="list-style-type: none"><li>• November 17, 2025</li><li>• December 15, 2025</li><li>• January 19, 2026</li><li>• February 16, 2026</li><li>• March 23, 2026</li><li>• April 20, 2026</li><li>• May 11, 2026</li><li>• June 15, 2026</li></ul>
17	Meeting Adjourned	Vero	Meeting adjourned at 7:45 PM