

# St Joseph's – A. McKay Home & School Minutes

**Date:** Wednesday November 6th, 2019  
**Time:** 6:30pm  
**Location:** SJAM Library

## Attendees

## Regrets

Name	Name	Name	Name	Name	Name	Name
Jennifer Beamer	Amy Hunt	Claire Swinamer			Shannon DeCoste	Tina Hiscock
Natalie Hagarty	Edson Castillio				Ben Stone	
Amber Atwell	Chantelle Dooley				Bethany Lander	
Laura Clark	Erin Galliot				Heather Monahan	

## Agenda

1. Introductions
2. Motion to approve current Agenda
3. Motion to approve the minutes from October 2019
4. Timed Agenda/Appoint a time keeper
5. SAC Report
6. Principals Report
7. Treasurer's report October 2019
8. 2019/2020 Fundraising/Event Calendar
9. Financial Requests
10. Round Table

### 1. 630pm Introductions:

### 2. 632pm Approval of Agenda:

*Motion:* Laura Clark

*Second:* Edson Castillio

### 3. 633pm Approval of Minutes from October 2019:

*Motion:* Laura Clark

*Second:* Edson Castillio

### 4. 634pm Timed Agenda: Laura to take notes on timing (lost time on some areas, gained in others)

### 5. 635pm SAC Report:

a. No meeting tonight as no quorum.

b. Winter concert - Thinking of ways to have the concert actually reflect what the kids are doing in school, show what they are doing in both music and school.ie - capoeira. This stems from discussions around numbers of kids and families who don't attend the concert. A lot of the school's population doesn't attend the concert, and why is that? Are there barriers for some families? Should we still be having nighttime concerts? Thinking of an afternoon concert and an evening concert, p-6 for both, all in 1 day. Kids won't have to practice their christmas songs for the next month, frees up the music teacher to do other activities and the kids don't get bored. Parents and families able to attend during the day will be encouraged to do so to free up room in the evening for parents and families only able to attend this time.

### 6. 6:40 Principal's Report:

a. Hot lunch - Going very well, great feedback from kids. Reevaluating the money for the program, thinking there's enough for 3-4 more weeks before Christmas. Would like to secure funding to offer it for the entire year. It's been successful because of parent volunteers and couldn't happen without them. There are 12-15 volunteers each time, so have to ensure that is sustainable.

- b. Progress on upper yard, rocks have been moved, thanks to Dexter Construction. The kids are using it as another place to play which is a happy surprise. HRCE is going to help raise the fence height in future.

7. 645pm Treasurer's Report October 2019:

- a. RBC account is officially closed 9as of October 30, 2019). They still have to send balance in a cheque to us to deposit into CUA account.
- b. Discussion around disbursements vs expenses and do they need to be differentiated for income tax/accounting purposes
- c. ACTION - Tina and Erin to meet with Edson and review all the financial info for him to fully take over.

8. 650pm 2019/2020 Fundraising/Event Calendar:

<b>September</b>	Grand in the hand	Sept 18th, 2019	Start tonight, finish in Nov or Dec
<b>October</b>	School clothing	Open October 1st, Close October 21st	School Spirit only, not a fundraiser
<b>November</b>	North by night market	November 16th, 2019	100% comes back to SJAM
	Bath bombs	Open November 1st, Close November 20th?	50% comes back to SJAM
<b>December</b>	Holiday concerts 50/50 night of	Dec 17 & 18 2019	100% comes back to SJAM

<b>January</b>	Leave blank		
<b>February</b>	Dominos pizza orders	Feb 17-21st, 2020	\$5.00 from each order goes to SJAM
<b>March</b>	March Break - Leave blank		
<b>April</b>	10th Annual Wine tasting	April 3rd, 2020	
<b>May</b>	Spring Fair	May 23, 2020	

**Notes:**

**Grand in your hand:**

Everything was sent out in backpacks and we are promoting by email and on our facebook page. Please feel free to share with family and friends to get the word out.

**Meeting Notes:**

- **ACTION:** Erin is going to send another email next week.
- Barb has a few orders, not clear what to do with them **ACTION:** Erin to email Barb
- The hope is cash only, as cheques can't be cashed until December (as it's preferable to only have 1 deposit for each fundraiser)
- Have volunteers in the lobby to sell tickets on Nov 28th (parent/teacher) **ACTION:** Erin will email to ask for volunteers
- What happens if we sell more than 500 tickets, can't control that as they are coming in, and likely will come in as a rush during the last week. Send updates on sales to parents? Reserve some for the concert? **ACTION:** Executive to decide

**School Clothing:**

Clothing orders are sorted and submitted to By Design for completion. Sales are up this year by double! Total brought in was **\$3,880.00** and \$5.75 in donations. At the time of the deposit the amount was short \$22.75 and due to time restraints at the bank (being it was closed and they wanted to leave for the day) there was no time to count it all again so Tina did the deposit as is for **\$3,863.00** which means the deposit was short **\$22.75**. We might see this come up as a bank error but if not we can motion to accept as is or have Tina cover the difference as she was the depositor.

**Meeting Notes:**

- Grey sold, but blue was still the most popular colour for T-shirts.

**North by Night Market:**

Market is being held on November 16th, 2019. Tina emailed the contact to ask if we would be invited, twice. But no response to date regarding this.

They create a raffle for us from all of the vendors. Our contribution is volunteers to man a raffle table. Usually it takes place on the same day as the parade of lights. We usually don't know whether the raffle is going ahead or not until the week of the market.

**Meeting Notes:**

- Assuming it's not happening at this point

**Bath Bombs:**

Erin requested help with organizing the bath bomb sale; creating forms, getting them out, collecting them, getting them to Teresa, picking up the order, splitting it up, delivering to classes. Claire could help with the forms. Chantelle and Ray could help tally up the numbers. Claire will do the first half, Chantelle will do the second half. Erin, Claire and Chantelle will talk.

Need to get these forms out this week but need a poster made. Anybody able to do this quickly?

**Meeting Notes:**

- Everything is ready to go. Chantelle did the poster and Tina made order form for the mini pouches
- **ACTION:** Forms to get copied tonight and dispersed to classrooms by Claire S for teachers and subs to disperse by Friday.

**Holiday Concerts (50/50 each night of):**

We will still do the 50/50 draw. Chantelle applied for and got the licences, they are in our email. Need volunteers to work the table the nights of.

**Meeting Notes:**

- May have to change lotto licensing if doing 2 draws on one day. Option to do one draw for both concerts and post the winning number, but where?
- **ACTION:** Executive to decide on 1 or 2 draws.

**2020****Dominos pizza orders:**

This is a new fundraising initiative for this year. A test. A trial run. We get \$5 on all pizza orders coming from a particular order form that is provided by Dominos directly.

**Meeting Notes: Not discussed**

**10th Annual Wine Tasting:**

T4G has moved, we will not be able to hold the event there this year. Tina and Erin scoped out some new places: The Mayflower Curling Club, Stadacona Base and Windsor Park Base. The Mayflower is by far the best option; \$400, no insurance, we can bring in our own food, there's parking, it has a license, we can be there all day to set up and can move out the next day. Tina and Erin are going to book it for April.

**Meeting Notes:**

- Tina would like to have a meeting before Christmas if possible

**Spring Fair:**

- Not discussed
- Meeting Notes:None

**9. 710pm Financial Request/Disbursements:**

Annual field trip allotment = \$300 for each grade P-2 class and \$600 for each grade 3-6 class.  
McKenzie/Currie - Nashwaak Valley Farm \$300+hst

**Meeting Notes:**

- Bringing the farm to SJAM, 3-4 classes are interested
- **Action:** Will send out vote via email as there was no quorum

**10. 715pm Round Table:**

- a. **Email to follow for approval for stamp of account number**

**720pm Adjournment by:**

*Motion:* Laura Clark

*Second:* Edson Castillio

**Next Home and School Meeting December 4th, 2019 630pm SJAM Library**