



Minutes of Home and School Meeting Children's World Academy



2241 Ménard, LaSalle, H8N 1J4

DATE: MONDAY, SEPTEMBER 19TH, 2016

TIME: 6:00 PM – 6:45PM

2016.1. ATTENDANCE

None were taken as we were gathering voting members

2016.2. APPROVAL OF PREVIOUS MINUTES

Will be approved at the next meeting

2016.3. QUESTIONS FROM THE PUBLIC

None at this time

2016.4. GUESTS

None at this time

2016.5. INTRODUCTION

Elisa ran through the roles of each executive member before voting them in:

President (2 year term):

- The President, Vice-President and Treasurer work closely together;
- Chairs all meetings and prepares Agenda;
- ensures that the Home and School Association follows its' constitution, by-laws and standing rules;
- The President is involved in every event and fundraiser;
- acts as a liaison between the Home and School Association and the school administration;
- Prepares all documents relating to Home and School that goes out to the Parents, for example Subway, Pizza and any other Home and School function;
- Is present to open envelopes with the Vice-President and/or Treasurer;
- Is present at all Governing Board meetings with a report on funds and any approvals needed;
- Prepares the Agenda and holds all Home and School meetings. If President can't make it then the Vice-President steps in;
- On average, the President will spend about 5-8 hours per week at the school plus whatever time is needed during the weekends and/or nights;
- Will need to go to the bank to open up an account for Home and School with the Vice-President and Treasurer.
- Will sign all cheques with either the Vice-President or Treasurer;
- Will make the deposit with either the Vice-President or Treasurer;

- Will be the person in contact with the Principal for any upcoming events or fundraising;
- Will answer questions or concerns from Parents regarding Home and School functions;
- Will have contact with fundraising companies and constantly looking for new fundraising ideas to present to Home and School for approval;
- submits an activity report to the QFHSA by June 30th;
- Attends workshops at Home and School office; and
- Sends out all communications to the Home and School members regarding meetings, minutes, relates any questions or concerns from the Governing Board and/or the Principal and gathers volunteers for upcoming Home and School events.

Vice-President (2 year term):

- Will be the Presidents right hand person;
- Attend Governing Board meetings and hold Home and School meetings if the President can't; and
- Puts in the same amount of hours as the President.

Treasurer (1 year term):

- Prepares the balance sheet for all debits and credits;
- Be available to help with the deposit (during the day);
- Keep files of all receipts, invoices and balance sheet (this will be kept at school);
- Will be in contact with Parents if problems arise with payments for Home and School events or fundraising;
- Available to help in assisting the President or Vice-President;
- delivers a financial report at each executive and regular meeting;
- After the close of each financial year shall compile and submit to the Executive and membership a report for the financial year;
- After the close of the financial year shall submit a report to the QFHSA; and
- Shall ensure the safe keeping of all financial records for a period of seven years.

Secretary (1 year term):

- Takes the minutes at all Home and School meetings and submit them in proper format to the President in a timely manner; and
- Available to help in assisting the President, Vice-President and Treasurer.

Membership Chair:

- Collects and takes care of new membership applications and keeps track;
- Is in contact with the President on new or cancelled members; and
- Re-news our membership every September.

2016.6. ELECTIONS

- Nominations for President – Elisa (Nominated by Francesca, 2nd by Cecelia)

Resolution # 2016-09-01 All in favour Carried
President will be Elisa Sebastiano;

- Nominations for Vice President – Cecelia (Nominated by Terry, 2nd by Angelo)

Resolution # 2016-09-02 All in favour Carried
Vice President will be Cecelia Lazzarini;

- Nominations for Treasurer – Linda (self-nominated) and Josie (Nominated by Cecelia) Candidates presented themselves, secret ballot vote was carried out, Terry and Alana counted the votes.

Resolution # 2016-09-03 All in favour Carried
Treasurer will be Josie D’Amico;

- Nominations for Secretary – Victoria (Nominated by Elisa, 2nd by Shelly)

Resolution # 2016-09-04 All in favour Carried
Secretary will be Victoria Aube; and

- Nominations for Membership Chair – Terry (nominated by Shlley, 2nd by Elisa)

Resolution # 2016-09-05 All in favour Carried
Membership Chair will be Terry DiNardo

2016.7. VARIA

Halloween – Elisa gave a description of the activities normally done

- Suggestion to give Pretzels/chips instead of candy
- Suggestion to not give anything, as they get so much when trick-or-treating
- Possibility to bring back the haunted house
- Principal will look into this and all will be discussed at the next meeting
- Chairs for the event – Francesca, Karen and Elisa

Pasta Night

- Date – November 18th
- Need to confirm with Governing Board, H&S members are on board with this idea.
- Chairs for the event – Elisa and Cecelia

Breakfast With Santa

- Will be held on December 23rd
 - Chairs for event: Elisa, Karen, Grace, Cecilia and Josie

2016.8. ADJOURNEMENT & DATE OF NEXT MEETING

The meeting was adjourned by Elisa Sebastiano at 6:45 pm. All in favor

The next meeting will be held on Tuesday October 11th at 6:45 pm.