**QES Home and School**

**Monday, January 12, 2015**

Present:

Andrea Fenwick Rebecca Ross-Marr Tammy Somers

Monique Davis Jacqueline McDermott-Simpson Julie Lundberg

Carlene MacBean Kelly Barrieau

Regrets:

Laura Good Christy Bourque Shelley Butler

1. **Call to Order:** 6:35 pm
2. **Regrets**: Laura Good, Christy Bourque and Shelley Butler
3. **Previous Minutes:**

**A. Errors or Omissions:**

Item 3, “Grade 5 Committee” to change the line “celebrate their last year of kindergarten” to “celebrate their last year at QES”.

Moved by Carlene and seconded by Monique to accept the minutes with correction. Motion carried.

 **B. Business Arising from the Minutes:**

Carlene asked if any update had been received on the Scentsy fundraiser from Cara Snow-Bartlett. Andrea has not heard from her yet but believed she was still finishing her sales.

1. **New Business:**
2. **Recruitment of New Members for 2015/2016 School Year:**

 President – no one has come forward as of yet

Vice President / Volunteer Coordinator– no one has come forward as of yet. Upon discussion it was agreed that as the main job function of this position is to fill in for the President when they are unable to attend, this would be a good fit for them to manage the volunteer database. The hope is this would provide more volunteers throughout the year for various Home & School activities (ie. Welcome Night, Winter Sports Day, fundraisers, etc).

Secretary – Julie Lundberg

Treasurer – Shelley Butler (has one year remaining on her term)

Fundraising Coordinator – a parent has expressed interest in this position, Carlene has been in contact with him to provide an overview of what it entails.

Hot Lunch Coordinator – Wanda Lee Pardy has come forward to take this position on. She had heard that if someone did not come forward before February the program was in jeopardy of being cancelled for the next school year and she did not want to see that.

Staff Appreciation Coordinator – Monique Davis. Monique has looked after this annual event for the past few years and has always provided a wonderful appreciation week for all of the staff here at QES.

Communications Coordinator – Rebecca Ross Marr. On a side note, Kelly offered to provide Rebecca with her contact information for community groups to add them to our distribution list for promoting school activities.

Playground Sub Committee – Co-Chairs Christy Bourque and Carlene MacBean, Vice Chair Jacqueline McDermott-Simpson

Grade 5 Grade Coordinator – Monique Davis

At Large Members – these are members who have paid their New Brunswick Home & School fee and are able to vote at the AGM.

Rebecca will include in the next newsletter that Home & School is recruiting for the President and Vice President positions.

1. **Memberships**

Carlene collected the New Brunswick Home & School fees from everyone on behalf of Shelley.

1. **Hot Lunch / Milk Update:**

The next milk order opens tomorrow. Tammy requested that the old hot lunch & milk order forms be taken off the school website. She will send the instruction sheet for the Cashless Schools to Kelly to be posted on the QES website for parents looking for the information.

1. **Fundraising Update:**

Carlene reported that the Fall Mabel’s Labels campaign made $86. We will do a May opening for the next campaign so the information can be included with the packages given to the new Kindergarten students in June.

We just received a cheque this week from Regal Fundraising for the Fall campaign for $926.01; this went better than expected and we will proceed with the Spring campaign which will include the choice of online ordering or sending in your order to the school to be sent in. It was decided the packages will be sent home the week after March Break in order to be out for the Easter holiday.

1. **Staff Appreciation:**

Monique reported that she will need help closer to the week of February 9th to 13th (Staff Appreciation Weed province wide) and will send out a call for help closer to. She will be looking for home-made baked goods. Monique requested the same amount as last year, $300, for purchasing lunch and other expenses related to this week.

Moved by Andrea and seconded by Rebecca to approve $300 be provided for the Staff Appreciation Week activities. Motion carried.

Information will be sent home the first week of February and the “Top Secret” envelopes will be sent distributed this week.

1. **Date for Next Meeting:** February 9, 2015
2. **Meeting Adjourned:** 7:30 pm

Notes taken by C. MacBean