

Hawthorn Home and School Association

Minutes – Jan 8th @ 7pm (school library)

Call to order of meeting by Sarah Campbell Bligh.

Attendees: Sarah Campbell Bligh (Vice-chair), Anne Gourlay (Principal), Candice Bambury (Vice-Principal), Andrew Bray (Treasurer), Ashley Wile

Regrets: Lisa Sanderson (Chair)

New faces – none

HSA Upcoming Meetings:

February 5	May 7
March 5 – virtual	June 11
April 9	

HSA Scheduled Events:

Bingo	February 20 th
Kenny's Pizza Orders	Late March/Early April – TBD but possibly align pick up with parent-teacher
Online Auction	TBD
Spring Fair	Set up June 6 th , Event June 7 th

Review of Minutes:

Minutes from December meeting were circulated via email prior to the meeting, and hard copies were provided at the meeting. Minutes were reviewed and approved with one name correction.

Principal Update:

- December progress conferences took place as planned
- Holiday concert and spirit of giving event was successful
 - o **ACTION:** Andrew to send pictures of food being dropped at Margaret's house to Anne
- Family survey closed on December 18th
- HRCE drama specialist has been coming into classes to do workshops with students; this will continue throughout January
- Staff currently reviewing fire safety protocols as a refresher
- New music stands have been acquired from a school closing
- Quincy Mack assembly next week
- Divest NS coming in to do some classroom presentations on waste and sorting, including waste from new lunch program

Financial Update:

- Andrew provided a financial update
- Current account balance of: \$6520.07
- Halloween Howl: Gross \$1480.33.
 - o Still one more debit to come out for some equipment
- Clothing order: HSA needs to reimburse Anne Gourlay for the bill from Power Promotions (\$1373.79)
- Kenny's Pizza kits: Gross \$1373.79 to school cash. HSA needs to reimburse Anne Gourlay for the Kenny's Pizza portion (\$848). Processing fee of approx. \$60. Net: \$468.68.
- There is a \$111 teacher reimbursement cheque that still needs to clear
- The deposit of \$1523 noted in the last meetings minutes is still not showing on the account, but this is likely because the postal strike delayed the statement delivery
- Bus cost noted in last meetings minutes has cleared
- 2024/25 Budget discussion and forward planning – deferred to next meeting due to low numbers at meeting

Upcoming expenditures:

- Busses for class trips taking place in spring

Upcoming expected expenditures related to fundraisers:

- Bingo
 - o books, daubers, lottery license, canteen, tables and chairs
- Spring fling
 - o Inflatables, cotton candy machine, and canteen

Attendee's discussed the possible value of having a brief description of what the HAS funds added to monthly newsletters.

- **ACTION:** Andrew to put together 3-4 sentences about this for next newsletter. Sarah to proof.

Teacher Requests:

- Candice Bambury
 - o Baskets for students' cubbies to help practice executive functioning and organization of personal items \$80
 - o Approved

Action Items from Previous Meetings Minutes

- School Cash update for overdue charges – Anne
 - o Anne connected with finance and there is a box that can be selected on the back end to make something optional rather than mandatory, which would stop these

overdue noticed from occurring going forward. Anne Urquhart is trying to see if the ones already showing on accounts can be removed.

- Inflatable costs
 - o Discussion was had about having two inflatables vs. one to manage rider line up
 - o **ACTION:** Andrew suggested all membership check out the Glow website to see the pictures and videos of the inflatables to help us choose which ones
 - o Attendees discussed that obstacle inflatables might work better than bounce houses because it's easier to get people to come out when there is an end goal/exit
 - o Resume discussion at next meeting

New Business:

Kenny's Pizza Kit Fundraiser

- Overall positive feedback
- Wording on poster could be amended to make it clear that this is a kit to pick up and take home; some parents thought it was a lunch in school for their child that day
- If kits are not picked up, it becomes a lot of admin work for staff (emailing parents, arranging pick up times, storing kits – they take up a lot of space)
- Suggest avoiding December in future as it is just such a busy month already, and it is suspected the kit pick up just slipped people's minds
- Also need some lead time ahead of next order to work on the layout in School Cash
 - o The way the order worked, if one person ordered 3 pepperoni pizza's it counted as 1 instead of 3, so it is very easy for the system to allow more order than Kenny's can handle (cap is 100).
- It was discussed that a reminder email a day or two before pick up might be useful
- Timing the orders and pick ups for months that are less busy for events and fundraisers would be useful. Suggested months for future calendar years are:
 - o November, January, March-April (depending on March break/Easter timing)
- Next kit order for this year will be in late March, with pick up hopefully coinciding with April parent-teacher when most people will be already coming into the school.
 - o Finalize this next meeting

Bingo – February 20th

- Need a lead for this event
 - o coordinate books, daubers, poster wording, lottery license
 - o **ACTION:** Sarah to connect with Lisa about who we could approach for this task
- Prizes: assign classes to gather donations for a themed prize basket each
 - o **ACTION:** Anne to assign
 - o **ACTION:** will need volunteers to put prize baskets together - ? Lisa to email membership
- Andrew will do the calling again

- Ashley will do the canteen
- Tables and chairs have been ordered; should have enough butcher paper to place over them from last year
 - o **ACTION:** Will need volunteers for set up - ? Lisa to email membership?
- Families will pay at door for items; no admission fee

Service Online Auction:

- Deferred to next meeting

Spring Fair – June 7th

- **ACTION:** Anne will look for letter from previous year to do call out for donations of prizes/items from school community
- We need a lead for this event; further discussion deferred to next meeting.

Summary of Action Items:

ACTION: Andrew to send pictures of food being dropped at Margaret's house to Anne
ACTION: Andrew to put together 3-4 sentences about some things the HSA has supported for next newsletter. Sarah to proof.
ACTION: All membership check out the Glow website to see the pictures and videos of the inflatables to help us choose which ones
ACTION: Sarah to connect with Lisa about who we could approach for Bingo lead(s)
ACTION: Anne to assign classes to themes for Bingo prize baskets
ACTION: Anne will look for letter from previous year to do call out for donations of prizes/items from school community for spring fling
ACTION: will need volunteers to put prize baskets together for Bingo and for set up - ? Lisa to email membership

Meeting Adjourned by vice-chair, 8:04pm