



Evergreen Home and School Association Meeting Agenda for Monday, March 8th, 2021 (zoom)

1. Call to order 6:30 PM - Welcome (MOTION to open / second)
2. Verification of Quorum (7 people)
3. 4 Minutes - to read written minutes from last H&S meeting
4. Agenda - Additions / MOTION to adopt Agenda
5. Approval of Minutes from February 1st, 2021 (zoom)/ Corrections (if necessary/ MOTION to approve)
6. Standing Reports
 - 6.1 Principal Report
 - 6.2 Teacher Representative Report
 - 6.3 Grad Representative Report
 - 6.4 Governing Board Report - next meeting March 23 @ 6:30pm
 - 6.5 Treasurer Report - February
7. Fundraisers (upcoming and ongoing)
 - 7.1 Anti-bullying face masks (Suzy Q)
 - 7.2 Super Recycleurs (Suzy Q)
 - 7.3 Spirit Wear Swag Wear (Suzy Q)
 - 7.4 Subway (Suzy Q)
 - TCBY
 - Pizza
 - 7.5 Aliments M&M (Suzy Q)
 - 7.6 Swag Wear (Suzy Q)
 - 7.7 Leaf bags (Suzy Q)
 - 7.8 Scholastic book fair (Maeghan)
 - 7.9 Mabels' Labels (Maeghan)
 - 7.10 Lualoha (Maeghan)
8. New / Ongoing Business
 - 8.1 Staff Wish List (Suzy Q)
 - 8.2 Soccer Nets (Suzy Q)
 - 8.3 Grad chequebook
9. Question Period: Questions/Comments regarding any items on the agenda.
 - 9.1 Closing
 - 9.2 Next Meeting Monday April 12th at 6:30PM
 - 9.3 Adjournment

Evergreen Home and School Association Meeting Minutes

Date: Monday March 8th, 2021
Location: Zoom Online Meeting
Present: Susan Nowak (Suzy Q), Jennifer Gilligan, Bobbi Hamilton, Elizabeth Phillips, Maeghan Andrew, Adam Lambert, Sarah Simunic, Sandra Weir, Corrie Pacitto, Melinda Paradis
Minuted by: Bobbi Hamilton

1. Call to order 6:30 PM – Welcome (MOTION to open/ second)

Meeting officially called to order at 6:31 by Suzy

MOTION to call meeting to order

All in favor, motion passed.

2. Verification of Quorum(7People)

Verified by Suzy

3. 4 Minutes - to read written minutes from last H&S meeting

Suzy asks if everyone has read the minutes from the previous H&S meeting, everyone responds that they have.

4. Agenda - Additions / MOTION to adoption of the Agenda

MOTION (Melinda, Jennifer) to adopt the agenda.

All in favor, motion passed.

5. Approval of Minutes from February 1st, 2021(zoom)/ Corrections (if necessary/ MOTION to approve)

MOTION (Maeghan, Melinda) to approve minutes from February 1st, 2021.

All in favor, motion passed.

6. Standing Reports.

6.1 Principal Report

Mr. Lambert says that he does not have a lot to report, except for one big thing, which is staff appreciation week and to thank H&S for their contributions. It was very appreciated. The teachers loved the lunch and the balloon display is still by the front door. We are now back from March break and ready to push forward for the rest of the year.

6.2 Teacher Representative Report

Mrs. Weir thanks H&S for all that they did for staff appreciation. It was really nice to receive a little treat each day and the lunch was amazing. All the gift cards for the staff wish list have been given and Mrs. Weir has sent an email reminding the staff to send pictures of what they have purchased to H&S and also to share on Seesaw so that parents can see what the H&S funds have gone toward.

6.3 Grad Representative Report

Mrs. Weir reports that she picked up the hoodies today and the students will receive them in a few days after they have done the appropriate quarantine time. They were able to add three signatures that were missing. A few of the younger teachers in the school are working with the grade six teachers to help brainstorm and develop some COVID friendly graduation ideas.

6.4 Governing Board Report – Next meeting March 23rd, 2021

Bobbi reports that TCBY every second week was passed, as well as continuing the sale of the anti-bullying face masks. Suzy mentions that there was also an e-vote passing the sale of spirit wear t-shirts (to be discussed in 7.3)

6.5 Treasurer Report

Elizabeth reports that there was not a lot to report for the month of January. In February we brought in \$1005 for the sale of face masks, however our expenses for the production of the facemasks was \$1300. We received \$1355 in donations toward staff appreciation week and spent \$917. The staff wish list gift cards were \$1200 in expenses and Helping Our Own so far has been \$1059. Our net profit for the year this far is \$-834.

7. Fundraisers (upcoming and ongoing)

7.1 Anti-bullying face masks (Suzy Q)

Suzy reports that forty-seven out of seventy-five ordered youth masks were sold resulting in \$750 in sales. Twenty out of fifty ordered adult size were sold resulting in \$300 in sales. We are currently at a \$295 loss as they were pre-ordered because of the strict timeline. The Terry Fox T-shirt sales were used as a reference point when deciding how many to pre-order, which were \$1035 sales in youth size and \$780 sales in adult size.

Forty-five out of two-hundred and twenty-one families purchased the face masks, actually less than that because three of the purchases came from staff members. An individual email was sent to each person who purchased thanking them for their support.

Suzy asks if anyone has any idea why the sales may have been low? Melinda says she thinks it may just be the fact that it was face masks and those can be very personal and there is also some debate regarding using masks. Sarah says she's not sure that the masks can be compared to Terry Fox shirts. It may have also been a cost factor (\$15/mask), as people who have recently purchased masks may have had a hard time justifying spending that on one mask when they could get multiple for that price at somewhere like Old Navy or even disposable ones.

7.2 Super Recycleurs (Suzy Q)

Suzy says that she was busy with staff appreciation and March break and therefore has not made any movement on the Super Recycleurs fundraiser at this point. There is a lot of back-end stuff that needs to be done with the city, and with the general low participation in fundraisers this year do you think it is worth going forward? Melinda thinks this one will probably be successful as people have had a hard time dropping of donations to donation centers and are still facing limitations. This is around the time of year people are doing spring cleaning and will probably have a lot to contribute. Sarah suggests giving everyone a good heads-up and spreading the word as much as possible. She asks if there any output costs and Suzy says no. Sarah says then to go ahead with it and going forward, it would be important to focus only on events that have no output costs; having to buy the masks before we sell them was a gamble. Melinda asks if we will be able to advertise Super Recycleurs on community groups? Suzy directs the question to Mr. Lambert who says it will be ok as long as we don't get overloaded or stuck with excess items.

7.3 Spirit Wear Swag Wear (Suzy Q)

Suzy says that before March break Ms. Lindsay reached out to her regarding having a spirit wear T-Shirt made. GB has approved this through e-vote. The executive committee along with Ms. Lindsay were thinking some thing gender neutral and with a vintage look. We were looking for a brighter color for summer and spring, but yellow was not agreed upon. Picture of the proposed T-Shirt designed is displayed for everyone to see. It is heather red color with "Evergreen" written at the top with four lines and then "est 1992" in either white or grey (we need to decide on one). Suzy asks what everyone thinks of the red color? The grad shirts this year are grey, the rainbow ones are black, the old phys-ed ones are blue. Everyone says they like the red. Melinda and Sarah say the like the white lines, and Sarah says that its very generic and people could wear it without knowing that it's linked to an elementary school. Corrie says that it is very trendy, but she likes the black lines better. Suzy says we will vote on it.

MOTION to approve the heather red T-shirt with white writing. Everyone in favour, except for Corrie. MOTION passed.

Suzy says that once a week is spirit swag wear day at the school. To improve and understand H&S involvement and to encourage kids to wear their Evergreen wear, would it be possible to have the teachers take note who wears Evergreen attire and then at the end of the month there could be a draw for a prize? Mrs. Weir says she thinks that it's a great initiative and it would be doable for the older kids as they could write their own names on a ballot, however it may be more work for the younger grades. Mr. Lambert says that they can bring it to the staff and see what they think. Sarah asks if any Evergreen shirt will be accepted, and Suzy says yes, any one that says Evergreen on it. Suzy asks if anyone has ideas for prizes? Melinda suggests a gift card maybe to Dairy Queen or Walmart or something, it is easy to sanitize and kids love paying for things themselves. What should the amount be? Both Sarah and Melinda agree that \$5 or \$10 would be more than enough.

Suzy says that her and Ms. Lindsay will keep communicating regarding this and will get Mr. Lambert's approval before proceeding.

7.4 Subway, TCBY, Pizza (Suzy Q)

Now that March break is over, we need to decide if we will offer subway for the remainder of the year or not. Corrie says that restrictions are starting to loosen up it may be good to consider it. Perhaps we should wait a few more weeks and offer in April. Suzy says that normally the ordering period would allow us to give two weeks notice to the supplier. Do we start selling in April or distributing in April? If we decide to sell in April we could just have one ordering period for the remainder of the year. The concern is the COVID variant, because if it gets into the school the whole school shuts down. Suzy says for TCBY that two people did not place orders as they had been affected by the no refund policy during the last class closures. Corrie suggests taking the month of March to examine the numbers and then we can revisit, Suzy says she will reach out to get everyone's thoughts.

Sarah asks when Super Recycleurs will be and Suzy says that we do not have a date chosen. Sarah says it would be good to space things out to not overwhelm everyone with too many initiatives at once.

Jennifer asks if now that we have increased TCBY to every second week, could we increase Subway to every week? Mr. Lambert asks how much work does it entail for Lucy? Suzy says that basically the food gets delivered to the school at 10:30 am, Ms. Lucy has to put it on the bus and organize it for the lunch monitors to carry to their classrooms when they are about to begin their lunch duty. Suzy will check with Lucy if it would be feasible to do Subway every week without creating too much extra work for her. Jennifer mentions that Subway has already been approved for every week through GB.

Suzy reports that TCBY ordering ended on March 4th. Jennifer sent emails out to everyone to remind them about the second ordering period. In total 146 orders were placed, in comparison to 136 last November and December, so we will see an increase in profit.

7.5 Aliments M&M (Suzy Q)

Suzy picked up a cheque for the amount of \$250 which covers all purchases from the beginning until the end of January. At this time anyone can go into the store and place their order and when they say they are with Evergreen we get 10% of the order. This will not be the format next year, it will only be done by weekend blitz's. Would like to run another weekend blitz before the end of the year. When you spend \$50 or more you get 10\$ off a dessert of your choice. Suzy asks when we think does everyone think we should do it? Corrie suggests for Easter weekend and Sarah says maybe Mothers' day weekend and we can spin that Mother's don't have to cook. Suzy says we would be able to do both and will look into it.

7.6 Swag Wear (Suzy Q) - ongoing

No outstanding orders.

7.7 Leaf bags (Suzy Q)

Suzy says that we will promote leaf bag sales again once the snow melts. She says that the price point is comparable to Costco (Costco is \$14.99 + tax = \$17.27/25 comparative \$25.00 – 10% H&S member = \$22.50, \$5.23 more). Suzy asks Maeghan if she can make a promotional flyer soon for the spring campaign.

**7:13 Corrie logs off meeting.

7.8 Scholastic Book Fair (Maeghan)

Maeghan says that this a fundraiser that we can do whenever it is convenient. There are no costs or fees. It is a two-week sale and the profits from the sale go directly back to the school. Sarah asks what the difference is between the sale and just direct ordering online. Maeghan says nothing really except through the sale the money goes to the school as a whole, when you make individual purchases and using a teacher's code it goes directly to them.

Jennifer says she likes the idea, but think's that we are running out of time. Sarah thinks if the teachers message the class it may be more successful. Parents may be overwhelmed by H&S initiatives, so it may be better to come directly from the teachers; either way the outcome is the same. Some teachers are usually very involved promoting Scholastics, for example Ms. Niedan. Melinda says that she has not been doing it this year. Melinda agrees with Jennifer that it seems like too much. Sarah asks if the teachers can still send out messages to their own classes with codes? Mrs. Weir says that usually parents expect the flyers, so with the older kids it is easier to just show the code to the kids, with the younger ones it may be more complicated. Mrs. Weir says they can bring it to the teachers and see if they are interested, at this point it will be a school-driven initiative not H&S.

7.9 Mabels' Labels (Maeghan)

We will share upcoming promotions for the spring. This is an ongoing fundraiser that is always available to parents.

7.10 Lualoah (Maeghan)

Suzy says that the product is from an Evergreen parent who gives us a kickback on sales. With all the restrictions and quarantine time, is it worth it? Bobbi asks if this fundraiser has been successful in the past? Suzy says the first year was good, but last year not so much. Melinda thinks with the uncertainty of summer it should probably be passed for this year. The small cutback we receive plus the fees incurred for the online purchasing isn't worth it. Cancelled for this year.

8. New /Ongoing Business

8.1 Staff Wish List (Suzy Q)

We have received two pictures (one was actually a video) of the products that were purchased using the Staff Wish-List gift card funds. We would love to see more.

8.2 Staff Appreciation Week in February (Suzy Q)

We received \$1355 in donations. 47 families in total donated, two were very substantial donations. H&S sent each parent who donated an email thanking them. Suzy asks Mr. Lambert if it would be possible for the school to thank parents for

their involvement and participation as well. Not necessarily for this particular initiative, but just in general to bring some positivity when there seems to be a lot of negativity surrounding the school during this time. Mr. Lambert says that he and Mrs. Weir will discuss.

8.3 Soccer Nets (Suzy Q)

To be completed in the spring.

8.4 Grad Chequebook – stay on agenda until June 2024 where it needs to be motioned and approved to be shredded in front of two witnesses. Located and locked in H&S cabinet.

9. Question Period: Questions/Comments regarding any items on the agenda.

Suzy says that with Covid and that H&S can't be in building, things have been different. There seems to be misconception of the H&S role. This was brought up at GB meeting and it was said that H&S needs to have stronger highlighting of their importance and that the school administration and staff need to be the liaison between H&S and families. We need staff to promote the importance of H&S to students and parents. We are desperately in need of people to attend meetings and to take on roles of executives. Many of the people who have carried on these roles for the past several years are beginning to leave the school and it is a concern as to what will happen to H&S once they are gone. Mr. Lambert says this year is unlike any other year and that he believes the situation is probably just the same in every school. He says that he is happy to be the liaison, however he has never received a single message on behalf of H&S from the administration of his children's school. He states that while he is very happy to support H&S and that he has done everything he can to do that, he does not see it as the school's job to support H&S, when it should be the other way around.

Suzy asks how do we get new blood interested in the H&S? Melinda says that she is happy to brainstorm with Suzy some ideas and will also reach out to a few GB parents to find out what's happening in other school's and how they are managing. There is a large misconception that H&S is run by stay-at-home moms who are looking to form a clique. It would be good to try to get dads in there as well, in the past when they have volunteered at events, such as the pancake breakfast, and they have been surprised at the work being done and truly loved participating. We need to break the stigma surrounding H&S. In the end, we all want the same thing, which is to enrich the school life for the children and staff. Sarah says that it is really important that we show exactly what H&S does and how we get there. Highlight things that are being discussed at meetings, such as upcoming events, and encourage parents to join and provide feedback.

Jen says that we have to have ten people at the May meeting, how will we make this happen when we have hard enough time getting seven, and what will happen if we don't make quorum? Melinda says that she believes that as long as we have the primary executives in place prior to the QFHSA fees are due (in October) then we

are ok, and we can postpone the AGA until June. We will have to really promote it, tell friends, etc... Suzy says it has to be paid membership attendees who can vote on the positions. We will send emails to all members to encourage them to attend. Melinda asks how will you do votes for executives? Online? Survey? Suzy says she hasn't thought of that yet, but would probably use the same format as GB. Melinda says that was done through the school board and it was a paid polling company. You could possibly Facebook poll? Melinda will reach out and get ideas from other parents and reps in the same position. Nominations could be posted prior to AGA and then post and vote. Suzy says if we do it that way, then the vote could just take place via zoom. Melinda says that if this year's executive team is willing to stay on you then you can just post and there will not be a need for nominations.

9.1 Closing

Thank you everyone for attending and making a difference

10.1 Next Meeting Monday April 12th at 6:30 pm

10.2 Adjournment (time)

Meeting officially adjourned at 7:42 by Suzy

#workingtogether