# **Townsview Home & School**

## Meeting Minutes

February 5, 2019

|  |  |
| --- | --- |
| Present: | Melanie Campbell  Ligia Carvalho  Emily Douglass  Joanne Guthrie  Anna Hamill  Jane Jones  Karen Payne  Charlotte Morgan  Pamela Steeves |
| Absent: | Gina Ciucanu  Tara Hamilton  Jessica Martin  Brittany Markey  Suzanne Morgan  Pat Thorne |

Meeting called to order 7:05pm

Suzanne is in Ottawa

Pat is not feeling well

**January’s minutes** – Anna accepted, seconded by Karen

1. ***Treasurers report***

**Expenses** Popcorn, Air Hockey Table, Gum for Staff Appreciation Week, Popcorn for Movie night, Food Safety courses, Bank Service Charge, Two Turkeys

**Profit** Movie night brought in 411.02!

**Current balance** is $5289.36

Upcoming Expenses – Smoothies, School House Library, donation boxes, Books for Reward Program, Mattress

1. ***Review of Past/Ongoing Events***

**Food Safety courses…**Joanne, Ligia and Suzanne all completed the training – awesome job!

.

1. ***Upcoming Events/Activities***

**Teacher appreciation week,** Feb 11 - 15

* Update from Pam re. donations ***– 5 days of giveaways***
* (1) Hairraiser – $40 gift cert
* (2) Mother Nature’s goodies - tbd
* (3) Home Hardware bag of stuff + $5 Tims card
* (4) cakeballs and a couple of pizza’s
* (5) Reflexolgy $50

Pam will also try Fresh, Hampton Inn Suites, Raddison, the River and Walters Table and Benjamin Moore.

Ligia will ask Pat for names of staff so they will be ready for Monday.

* On Monday and Tuesday, from 11:30am – 1pm, Charlotte, Pam and Joanne will man the ***‘send a special note to a staff member’*** table in the cafeteria.

Students will write a sweet message on a sheet of paper or cardstock

Joanne will write each staff members name on a Ziplock bag so that the messages can be organized both days.

Ligia will talk to Pat about announcing/advertising on thunder express about the messages for staff during staff appreciation week

* Anna, Charlotte and Pam will set up ***the food tables in the staffroom*** at 7:30am Monday, Wednesday and Thursday

Pam and Charlotte will decorate the door to the staffroom and room with stars

***Monday*** – donations of 2 carafes of Coffee, 24 Muffins from McD’s plus 2 Fruit trays from Sobeys.

Ligia to buy more coffee, tea and hot chocolate kcups

We will also buy 24 more muffins from McD’s

7 Bus drivers will receive bags - (free pizza coupon, piece of fruit, a baked good + water) Jane will put together the bags and take to the school for Monday morning, 7:30. Ligia to send Jane a pic of last year’s bags

Tuesday – nothing

***Wednesday*** – baked goods, baked by home and school members and volunteers plus k cups – coffee, tea, hot chocolate. If you know someone that wants to bake, that’s great, and let them know. Ligia would like to know who is baking

Volunteer bakers from our meeting… – Joanne Anna and Jane, plus Heather Pemberton, Kara. Ligia to message our volunteers as well

***Thursday*** – candy buffet and popcorn. Pam to do popcorn bar…flavours, smarties, bags, etc.

***Friday*** – give out thank you gum. Charlotte will bring gum to school this Friday

**Book rewards program** tabled until next meeting. Books will be ordered during April’s scholastic book fair

**Family Fun Day** – Saturday, May 4

Notes from meeting held on Jan 29.

Ligia - RBC and Manulife donations yet to be secured

Suzanne applied for the Walmart grant and the Lottery licenses. We need a bbq license. Suzanne will apply.

Anna - Bouncy castles are booked. Donations will start coming in after March Break. McCain is donating cakes – hopefully 60 like last year. Valley Refrigeration is booked. Need condiments, water, pop, napkins. Pam to ask for Buntings for ice donations again this year. Volunteers – need a lot of volunteers – send names and info to Anna. Suzanne is organizing Touch a Truck. Anna is also in charge of games. Pam wants to do one gym with bouncy castles. Bouncy castles will be bigger and better. Elementary gym will be games and 3 face painters. Colouring contest, tattoos, etc.

Yard Sale – Suzanne to contact the donation centre to see if they will take a couple of half ton loads of leftovers

Need volunteers to distribute posters all over various communities.

Suzanne could advertise our fun day on the Town’s website/new signage.

Next Family Fun Day meeting March 21st , 7:30pm hosted by Suzanne. Will know more about donations then…will compile list of volunteers, if someone needs a letter for donations, Suzanne and Ligia have a letter.

**Easter Basket Raffle** – Under $500 license. Approved. Print 500 tickets, start selling after March 1. Sell for $2 each or 3 for $5. Easter basket full of chocolate, movie passes, etc. Karen volunteered to create basket. Needs to be done March 1. Draw will be after parent/teacher meetings.

**Family support group** – Pat would like another meet and greet for new families. H&S donated $100 towards the last meeting – it was suggested to donate $200 for this meeting to assemble more welcome bags and for food. Motion for $200 donation by Melanie seconded by Anna. Feb 26 is the next Family support group meeting at Townsview – it’s kindergarten bag night. Anna and Ligia will coordinate.

1. ***Round Table***

Nothing

Next meeting March 12, 2019

Meeting adjourned 8:35pm