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| **Meeting Date & Time:** | Monday, December 5, 2018 | |
| **Meeting Participants:** | | |
| Jane Brown (Chair) | | Mair Gault (Principal) |
| Stephanie Sambells | | Sara Dales |
| Stacey Murphy | | Joan Maynihan |
| Monica Chamberlain | | Bryan VanDerZuet Stafford (regrets) |
| Kate Borthwick (Secretary) | | Lori Kush |
| Maureen Battaglia (Staff) | | Cynthia Hayes |
| Harshika Arora (regrets) | | Jared Carroll |
|  | | Keilani Carroll (regrets) |

| **No.** | **Agenda Item** | **Summary Notes** | **Actions** |
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| 1 | Welcome | Jane welcomed participants to the meeting at 6:15 p.m. |  |
| 2 | Approval of Agenda & Minutes | Agenda & minutes from the November 5, 2018 meeting were approved as circulated. |  |
| 3 | West Willow Village NG | Monica gave a report on behalf of the WWV NG.  **Toasty Toes Update**: A total of over 6200 pairs of socks were collected. 300 pairs were given to West Willow Village NG.  There are two further opportunities to donate to this initiative:   1. Dec 7th – Old Quebec Street Mall – Christmas Market 2. Dec 8th – Mayor’s Tree Lighting at Market Square, downtown, 7-8pm   Our **Recreation programs** will end the week of Dec 10-14 and will resume on Jan 7th  Monday: Family gym at Mitchell woods 6-7pm  Tuesday: Family Badminton at Mitchell Woods 6-7:30pm Tuesday: Zumba at Westwood school 6-7pm, cost is $5.00 Tuesday: Sports night at St Peter's 6-7:30pm, ages 11-15, grades 6, 7 and 8  Tuesday: Men’s Basketball at St. Peter’s 7:30-9pm Friday: Family gym at Westwood school 6-7:30pm  **Salvation Army Christmas hamper** signup deadline is Friday Dec 7th  Christmas hamper sign up for this week are Wed, Thurs and Fri at our portable from 9:30am to 3pm and Amanda is at 3 willows church Thursday morning 10am to 11:30am as well.  Our **Volunteer night** was a huge success we had over 65 ppl in attendance, celebrating our 20th birthday. From September 1, 2017 to August 31, 2018, we ran 127 Recreation Programs, 12 Events and 22 Family Supports. 310 Volunteers, 10,593 hours, engaged 8,095 participants in Recreation, 1,454 audience members at events and 912 families received supports.  We also have a **PA Day camp on Feb 1st** at Westwood, the theme is Winter wonderland, cost is $30.00 and timing is 8am-4pm.  **March Break**  The theme is Medieval Times, Dates: March 11-15, Location: Mitchell Woods PS, Timing: 8am-4pm with extended care available at additional cost, cost is $150.00 for the week or $30.00 a day if only a couple days are required. Extended care cost is $5.00 a day per child. Please email Amanda to inquire or register [amanda@westwillowvillage.ca](mailto:amanda@westwillowvillage.ca) |  |
| 4 | Staff Report | Maureen Battaglia gave a report.  Music:   * Music Trip – Come from Away Musical trip was a great success. * Grade 9 – Music Mentors from GCVI * New Horizons Band Concerts * Concert – Choir sang with Guelph Concert Band – held at John F. Ross Auditorium (Dec 2) * Holiday Concert – Dec 13 (Daytime (11:15 a.m.) & Evening (6:30 p.m.) performance) – Gift Basket Fundraiser   ESL   * Meeting for new to Canada Families – Settlement Workers for newcomers. SWIS – Settlement Workers in School. * Book Fair – running Dec 6 – 14 (Evening hours until 6 p.m. on Dec 6 & 13) * Paws for Reading – Program will run in January. * Clothing Drive is underway.   Student Council   * Operation Christmas Child boxes – over 200 collected * Food Drive   Holiday Spirit Week – last week of school   * Dec 17 - GCVI Performance / holiday spirit wear * Dec 18 – Dress as your favorite holiday character * Dec 19 – Door Decorating * Dec 20 – Festive Sweater + Staff/Student Volleyball Game + Tuck Shop * Dec 21 – Holiday Assembly / elf day   Grade 8   * GCVI & College Heights Visits * UGDSB Guidance Counsellor – helping the Grade 8s pick courses and use My Blueprint * Dec 6 – Poinsettia Pick-up * Volleyball Tournaments – Boys & Girls – Dec 5 |  |
| 5 | Principal’s Report | Mair gave a report.  The following UGDSB positions are new:   * Guidance Counsellors for High School - to teach kids how to use My Blueprint & plan for High School. * Mental Health Itinerant Workers (3) – to come to schools to work closely with students who could benefit from mental health supports. * Attendance Social Workers for Elementary Schools |  |
| 6 | Treasurer’s Report | Jared gave the Treasurer’s Report - As of November 28, 2018  **1. Balance of $7,433.61**  **2. Working balance of $3,205.61**  Of this:  • $250 is allocated to the potential TD Author Week in May 2019  • $1,000 is kept for year-over-year purposes  **3. Account activity**  **a. QSP Fundraiser:**  Revenue to date: $4,228  Total Expenses: **tbd**  **b. Gift Card Fundraiser:**  Total Revenue: $38,368  Total Expenses:$36,814  **Net revenue: $1,554**  **4. Outstanding**  Lunchbox Orders Activity  HST rebate  **5. Potential allocations**  • Grade 8 graduation  Mair noted a potential charge for custodial services for the Mitchell Woods 101 event. |  |
| 7 | Peer Support for New Canadian Families | Item deferred. |  |
| 8 | Fundraising | QSP (Stacey)   * Total Sales: $6594.00 and **Profit: $2206.72**   Gift Cards (Jane)   * 2018 – The final tally of sales is $38,368 – 977 cards sold **– profit of $1,795.17**   Compared to:   * (2017 - The final tally of sales is $31,958 - 863 cards sold - profit of $1,581.75) * Top seller – Jackson Harron from Ms. Lewis’ 4C class with sales of $4,300 - he wins a $25 Chapter's Gift Card. Honourable mention to Carter O’Rourke who sold $3,700 in gift cards from Ms. Thompson’s 1A class * Cupcake parties for the top selling classes from each division - * Primary - Ms. Thompson’s 1A class with $3700 and an honourable mention to Ms. Townsend's 2C class with $2,870 in sales * Junior – Ms. Lewis’ 4C class with $5,825 in sales * Intermediate – Mr. Tucker's 7C class with $4,787 in sales * Students who sold $2000+   + Carter O’Rourke with $3700 from Ms. Thompson’s 1A class   + Meagan Hough with $2420 from Mr. Tucker’s 7C class   + Spencer Hall with $2,055 form Ms. Huzar’s 3/4B class * Top selling teacher - Ms. Growden with $1100 in sales who also wins a $25 Chapter’s Gift Card.   Thank you to Mrs. Horn and Ms. Rimkus for all their help collecting orders, fielding questions, making announcements and lending a hand whenever needed.  Thank you to Ms. Broadhead and Mrs. Battaglia for all their enthusiasm and leadership in making this fundraiser such a huge success.  Thank you to Joan, Cynthia and Amanda for baking cupcakes for the parties.  Thank you to Monica, Stephanie and Amanda for helping to count up the orders and divvy up the cards.  Dance-a-Thon (Stephanie)   * Plans for the event will start early in the new year. * Looking for donations of prizes. * Prizes for classes with the most participants. | Maureen to request one of the teachers to be the DJ.  Stephanie to ask Kelly about lighting. |
| 9 | Change of Date for June meeting | The meeting for June will be held on June 10th. |  |
| 10 | Other Business | No items. |  |
| 11 | Adjournment | The meeting adjourned at 7:30 p.m. |  |