

# Westmount School Association

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## MINUTES

For November 28, 2016 @7:00 pm  
Westmount School

**Attending:** Nancy Anningson, Diane Axell, Amanda Beresford, Shanda LaRamee-Jones, Janet MacNeil, Stephanie Rice, Stacie Rimmer, Naomi Shelton, Lesley MacInnis, Tom Cleary, Julia Blandford, Brenda Hawley, Jenell Masse, Julianna Boyd, Sean Flemming, Anne Mahalik, and Christa Tynes

**Regrets:** Leanne Andrecyk, Tiffaney Connell, and Tonya Malay

**1. Welcome & Introduction of Guests** - meeting Chair: Amanda Beresford

**2. Approval of Minutes from September 22**

- The minutes were circulated via email for review and approval on November 7

**Motion (email Nov. 7):** to approve the Oct. 24<sup>th</sup> WSA meeting minutes as circulated.

**Approved:** Janet MacNeil **Seconded:** Shanda LaRamee-Jones **vote:** All for/0 against

**Please note:** Natalia Diaz-Insense noticed two small errors. They have been corrected and sent to Ms. Seymour for reposting on the website.

**3. Review of Pending Action Actions**

- **Credit Card Policy** – Nancy Anningson
  - Nancy worked with Principal MacInnis to provide the following policy statement regarding the use of personal credit cards based on HRSB policy: **Westmount School Association members can use their credit cards to make pre-approved purchases for WSA events, provided the use is not excessive.**
  - This means that HRSB would not wish to see individuals with thousands of dollars of purchases within a year, but occasional purchases of lesser amounts (approx. \$10-\$400) are okay.
  - As a reminder, please also ensure that WSA related purchases are on their own receipts, separate from any personal purchases. Receipts submitted for reimbursal should not have non-reimbursal items on them, as tax break downs are blended together.
  - If you have any questions regarding credit card use or reimbursement, please contact Nancy Anningson, WSA Treasurer.

### ***Continued: Review of Pending Action Actions***

- Cheque Process – Nancy Anningson
  - Processing the spirit wear payments was difficult because there were numerous cheques (81 cheques in total). Many families sent multiple cheques – one for each child’s order.
  - Each cheque must be posted and processed separately which takes a long time.
  - In the future, it would be easiest if families could batch their order and only send in one cheque per-family.
  - We could also look at pay pal or other electronic payment options.
- Correspondence – Naomi Shelton
  - Naomi apologized for not completing the thank you correspondence that was actions at the October meeting. She will complete it this month and ensure our correspondence is up-to-date.

#### **4. Principal’s Report – Lesley MacInnis and Tom Cleary**

- The school’s technology wish list is complete. This is a great step in terms of more access for students. The school is very appreciative.
- The first high-five assembly to celebrate student success will be held on Nov. 29. There will be a high five awards and recipients will get to leave their hand print on the board outside the library. About 30 students will receive awards and they will have lunch with the Principal and Vice-Principal.
- The NSTU will take job action on Monday, Dec. 5. Teachers will work to rule. Additional activities will be canceled. This may affect WSA activities such as Breakfast with Santa and Trinkets & Treasures. It is too early to determine what the impact will be on these events.
- There was a question raised about the grade 6 trip. Ms. MacInnis and Mr. Cleary explained that there is an opportunity to try something new that could include both grade 6 students and their families. It was felt that Bayside was expensive for the experience and other options could provide better value as well as a great new experience for students.

5. Treasurer's Report – Nancy Anningson

WESTMOUNT SCHOOL ASSOCIATION			
	BALANCE AS OF October 31 ,2016	NOTES	
<b>RECONCILED BANK BALANCE:</b>	\$23,575.00		
<b>AMOUNTS RESERVED FOR SPECIAL PROJECTS</b>	\$149.34	Leftover from 2015-2016 quad project	
	\$4,000.00	New bike/scooter rack grant	
	\$1,985.41	RBC funds less 2015-2016 expenditure (\$488.59), playground supplies (\$492.67) and fees (\$33.33)	
<b>CASH BALANCE:</b>	<b>\$17,440.25</b>		
	Approved, Pending		
	Approved and Spent	Expenditure	Remainder
1. Criminal Records Checks (\$1,000):	\$90.00	\$170.00	\$740.00
2. Classroom Supplies (\$4,400):	\$4,400.00	\$0.00	\$0.00
3. Awards, Recognition & Gifts (\$1,050)	\$0.00	\$0.00	\$1,050.00
4. WSA Operating Costs (3,000):	\$1,856.27	\$141.99	\$1,001.74
5. School Pride & Promotions (\$1,500):	\$152.83	\$0.00	\$1,347.17
6. Technology (\$10,000):	\$0.00	\$9,966.69	\$33.31
7. School Events, Initiatives & Special Projects (\$6,250):	\$379.20	\$0.00	\$5,870.80
8. Grade 6 Class trip (\$5,000):	\$0.00	\$0.00	\$5,000.00
<b>Expenditure total: \$32,200</b>	<b>\$6,878.30</b>	<b>\$10,278.68</b>	<b>\$15,043.02</b>

- The grade 6 trip will not be as expensive as previous Bayside trips.
- Depending on what happens with Breakfast with Santa may generate less funds.
- It was agreed that we would revisit the budget in January to determine if any shifting is need.

**Action item:** Nancy will confirm the funding and details regarding the RBC grant for the outdoor classroom.

**Motion:** to approve the treasurer's report as presented.

**Approved:** Diane Axell      **Seconded:** Stephanie Rice      **vote:** All for/0 against

6. Event Chairs' Pre and/or Post Event Report

- Post-event report – Spirit Wear Sale – Naomi Shelton on behalf of Leanne Andrecyk  
*Please see report below*

# Westmount School Association

## Spirit Wear Sale – November 2016: Pre & Post Event Report

### Pre-planning/Set-up (Leanne, Amy, Stacie, Nancy)

- Organize RFPs from vendors
- Liaise with final vendor to create sell sheet and determine items for sale
- Arrange for creative design of sample logos
- Organize class voting for new logo
- Create & distribute flyers and notices
- Set up sample clothing for viewing at school entrance (source clothing rack and hangers) NOTE: Refunds are not offered by the vendor for wrong sizing so sample clothing was provided
- Collect order forms and payments by November 10<sup>th</sup> for a December 16<sup>th</sup> delivery
- Process payments via the School Cash system (NOTE: the process requires a time commitment by the treasurer to separate and enter all individual cheques received for the order. Going forward with all cash payments or asking Tall Ships to take receipt of all payments directly, would improve the efficiency of the process)



**Tall Ships Art Productions Ltd.**  
1712 Waverley Road, Waverley, Nova Scotia, B2R 1Y3  
Tel:(902)861-1703 Fax:(902)861-1820  
tallships@tallshipstrading.com

As of October 24, 2016

Timeline: November 10th submission for a December 16th Delivery

\*Costs/profits do not include shipping (\$15 per box)

#### Youth

STYLE	ITEM	SIZES	WSA COST	WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
B0001	Youth 100% T-Shirt	XS - XL	8	9.20	<b>13.00</b>	3.80
B0504	Youth 50/50 Hood Sweatshirt	S - L	16.5	18.96	<b>22.00</b>	3.04
B0505	Youth 50/50 Zip Hood Sweatshirt	S - L	18.5	21.28	<b>25.00</b>	3.72
B0054	Youth 50/50 Sweatpants	S - L	15	17.25	<b>21.00</b>	3.75

Youth Sizes: XS (2-4), S (6-8), M (10-12), L (14-16), XL (18-20)

#### Adult (Unisex)

STYLE	ITEM	SIZES	WSA COST	WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
A0001	Adult 100% T-Shirt	S - XXL	9	10.35	<b>15.00</b>	4.65
ARL01	Ladies Ring Spun 100% T-shirt (Fitted)	S - XXL	9	10.35	<b>15.00</b>	4.65
A5104	Adult 50/50 Hood Sweatshirt	S - XXL	18	20.70	<b>24.00</b>	3.30
A5105	Adult 50/50 Zip Hood Sweatshirt	S-XXL	22.5	25.88	<b>29.00</b>	3.12
A5109	Adult 50/50 Sweatpants	S - XXL	16	18.40	<b>23.00</b>	4.60

#### Hats

STYLE	ITEM	SIZES	WSA COST	WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
CTCHT	Ball Hat (One Size Fits Most)	One Size		10.92	<b>13.00</b>	2.08
CTCHT	Winter Toque	One Size		9.78	<b>12.00</b>	2.22

#### Additional Cost

Code	ITEM	WSA COST	WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
NAME	Students Name (Embroidered)		5.00	<b>5.75</b>	0.75

### Post Event

- Tall Ships won the business based on their customer service that included enhancing the logo files with color, providing hard copies of sale sheets for all students, packaging orders by individual student and delivering them batched by class
- The sample clothing provided was viewed on a regular basis
- A total of 96 individual orders were received by the deadline of November 10<sup>th</sup>
- The largest up-take was on hoodies (full and zipped in all sizes)
- Estimated breakdown of purchases:
  - 108 Hoodies
  - 35 Sweat pants
  - 24 T-Shirts
  - 12 Tuques
  - 8 Ball caps
- Estimated profit \$795.82 (Does not currently include shipping costs)

- Updates – Breakfast with Santa – Diane Axell
  - The date and location for this event are still to be determined based on the work to rule situation.
  - The committee is exploring options for another location.
  - Letters have gone home regarding tickets, volunteering and donations.
  - Baked goods are needed as well as items for the basket raffles (Chocolate lovers’ basket, coffee lovers’ basket, family games/sports basket). There will also be a basket of books from the book fair ad a wreath.
  - There will be a new kissing booth this year with Hersey kiss chocolates.
  - The committee is doing well gathering silent auction items.
  - There will also be boxes available to collect new and lightly used warm winter wear.
  - A new Santa volunteer is needed.
  
- Updates - Scholastic Book Fair –the book fair is all set up library. Natalia Diaz-Insense is the event Chair and has a schedule of volunteers.

7. **Funding Requests Presentation & Discussion** – No funding requests this month

8. **Motion to Adjourn**

**Approved:** Naomi Shelton      **Seconded:** Diane Axell      **vote:** All for/0 against

**Next Meeting:** Monday, January 30, 2017 at 7 pm