

WHS PPO Meeting

October 25, 2017, 6:00 – 7:00 p.m.

Location: School Library

In attendance:

- Martien de Vletter (President)
- Carolyn O'Neill (Treasurer)
- Jennifer LeHuquet (School Representative)
- Tina Bruna
- Jennifer Campbell
- Eunju Kim
- Dana Brown

Note-taker: Jennifer Campbell

Regrets:

- Geraldine Lerch Thuillier (Communications Coordinator)
- Charlotte McCaffrey (Secretary)

Meeting notes:

1. Welcome to new parents
 - a. PPO welcomes new member Dana Brown.
2. Minutes and actions from last meeting
 - a. No amendments to the notes from September 27, 2017, were made.
3. Communications
 - a. The new PPO Facebook (FB) page is now active. PPO members are encouraged to follow and promote the page, and should send feedback to Geraldine.
 - i. **Action:** A link to the Grab a Seat campaign should be added to the FB page.
 - b. The PPO page on the WHS website needs to be updated with the new PPO communications information (FB link, updated email address).
 - i. **Action:** Martien will contact Mr. Green to have this updated.
[Note: Charlotte already updated the WHS PPO page. No need to go through Mr. Green.]
 - c. Newsletter: Charlotte is working on this, and will include information promoting the new FB page as well as upcoming events.
4. Post-mortem re: Graduation Ceremony and Reception (October 22nd)
 - a. Mme. LeHuquet expressed thanks to PPO members who volunteered at the graduation ceremony, from the head of the graduation committee, Ms. Anania.
 - b. Volunteers recommended that two separate shifts would be preferable for next year:

- i. Reception set-up (2:00 – 4:30)
 - ii. Reception serving and clean-up (4:30 – 7:00)
- 5. Upcoming events
 - a. So far \$16,000 approx. has been raised through the Grab a Seat campaign. Renovations will begin in December. Projected end date for March 2. Campaign will be posted to PPO FB, and promoted again in newsletter.
 - b. PPO will host a PLUK sale during parent teacher on Nov 22. Volunteers are needed for washing uniform donations, and for working the sale. (Two separate shifts: 2:30-5; 6:30-9). It was also suggested that it would be helpful to have a dedicated PPO member act as a coordinator for the year's PLUK sales (organizing washing, coordinating volunteers etc.).
 - i. **Action:** Volunteers need to be recruited for the sale. Jennifer will ask Geraldine and Charlotte to request volunteers for the Nov. 22 sale through various communications channels, and for a volunteer coordinator.
 - c. Xmas teacher appreciation event in December will be simplified. Members will discuss details at the next PPO meeting on November 29th.
- 6. PPO finance/budget update
 - a. Carolyn is compiling information regarding current PPO savings and expenses. She will present itemized financial reports at each meeting beginning in November.
 - b. Carolyn confirmed that the PPO account currently has a balance of \$9,000 in addition to the \$16,000 raised for Grab a Seat.
 - c. PPO members agreed that a float of \$1,000 should be kept in the account at the end of every academic year, in addition to the \$500 necessary to fund PPO academic awards for graduating students (2 x \$250).
 - d. PPO members in attendance agreed that we diversify our initiatives beyond school infrastructure improvements. Specifically, it was agreed that the PPO should invest in initiatives that enhance/support student life within the current academic year.
 - i. **Action:** Ms. LeHuquet will survey staff for suggestions, and will present PPO members with these at our next PPO meeting. PPO members are encouraged to bring ideas to our next meeting, which we will discuss alongside suggestions from faculty.