

**QUEBEC FEDERATION OF  
HOME AND SCHOOL ASSOCIATIONS INC.**



**2008 ANNUAL GENERAL MEETING**

**BOOK OF REPORTS**

May 3, 2008

Montreal Airport Hilton  
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Dorval, Quebec

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# QFHSA YEAR AT A GLANCE 2007-2008

## April 2008

April 7 Springboards Conference - Anne MacWhirter & Marion Daigle presentation on  
*Home, School, Community: Creating Connections*

## March 2008

14 Debi Brown, Pres, & Donna Norris, Past-Pres., meeting with Maureen Morris, President, QPAT  
14 Meeting with Beverley Caplan, Canadian Heritage, Quebec Regional Manager  
14 Executive Appreciation Dinner for H&S associations with the Board of Directors  
15 Board of Directors meeting

## February 2008

9 Board of Directors meeting  
10-16 CHSF & QFHSA Teacher/Staff Appreciation Week  
13 Rights Committee Meeting  
29-March 2 QCGN Conference: *Community Revitalization: Trends & Opportunities for the English-Speaking Communities of Quebec*. Attended by Debi Brown, Donna Norris, Brian Rock, Rickhey Margoese

## January 2008

12 Board of Directors meeting  
14 Meeting with Minister of MELS - Debi Brown & Leah Trineer; Consultation on school boards  
28 Family Literacy Day, Montreal Children's Hospital - attended by Leah Trineer

## November 2007

8-10 CHSF Mid-Term meeting in Ottawa; QFHSA represented by Marlyn Brownrigg, Vice-President  
28 Rights Committee Meeting - Brent Tyler, guest speaker on Law 104 court appeal  
29-30 QFHSA Display table at Quebec Provincial Association of Teachers Convention  
Sponsored workshop on Boys & Music with Pat Lp Camozzi  
30 Board of Directors meeting

## October 2007

27 Fall Conference hosted by Roslyn Home & School  
Special Guest - Leo LaFrance, Associate Deputy Minister for English Education

## September 07

7 Executive Workshops for local association leaders at the QFHSA office  
8 Board of Directors Meeting  
10 Rights Committee Meeting  
17-18 QCGN Meeting in Montreal attended by Donna Norris  
26 Leo LaFrance, MELS, Meeting with Debi Brown, Donna Norris, Leah Trineer, Marlyn Brownrigg  
27 Gazette Raise-a-Reader campaign with participation of Diana Donnelly & Lindsay Place H.S. -  
vice-principal, teachers, parent volunteers, and 18 students.  
QFHSA literacy projects have received grants for 2005, 2006 & 2007

## August 2007

20 Membership Committee meeting for Group Affiliate & Individual membership campaign

## July 2007

7 Board of Directors Meeting  
20 Geoff Kelley, MNA Jacques-Cartier riding, donates \$500 to QFHSA literacy activities

## June 2007

1-3 QCGN Annual General Meeting, in Montreal attended by Donna Norris  
6-10 CHSF Annual Meeting in Saskatoon. Quebec delegate is Marlyn Brownrigg.  
13 Children's World Academy, LaSalle, Leah Trineer visits the PPO  
25-27 Libraries & Literacy: Making it Work Conference attended by Marion Daigle & Dorothy Nixon

## May 2007

7 MELS Consultation Committee on Schools (CSC). QFHSA represented by Leah Trineer.  
8 H&S info meeting at Jules-Verne School, Laval - Marlyn Brownrigg & Barbara Schnider  
8 H&S information meeting at Michelangelo School - Leah Trineer  
25-26 QFHSA Board of Directors meeting

.... over

**2007-2008**

**Continuing Activities**

Canadian Heritage reports submitted quarterly for grant projects & programs

Parenting Workshops conducted by Pat Waters across the province

Literacy Projects - *Children's Literacy Resource Guide with 8 new pages*;

Born to Read;

Committee meetings - Board of Directors, Executive Committee, AGM, Fall Conference,

Membership, Rights, Finance, etc.

NEWS - 4 issues

QFHSA Website and the new *Download*, a seasonal newsletter with parenting tips & information

School visits

**QFHSA BOARD OF DIRECTORS 2007/2008**

Deborah Brown	President	Gatineau, Western Quebec
Donna Norris	Past-President	Gatineau, Western Quebec
Wanda Leah Trineer	Executive Vice-President	Westmount
Beverlee Bishundayal	Secretary	Montreal
Oliver Cole	Treasurer	Pierrefonds
Marlyn Brownrigg	Vice-President	Pointe-Claire
Diana Donnelly	Director	Pointe-Claire
Anne MacWhirter	Director	Paspébiac, Gaspé
Carol Meindl	Director	Cote St-Luc
Mary Polychronas	Director	Mont-Royal
Brian Rock	Director	Baie-Comeau
Barbara Schnider	Director	Pointe-Claire
Barbara Smith	Director	Trois-Rivières
Sheila Splane	Director	Gatineau, Western Quebec

**RESOURCE PERSONS/COMMITTEES**

[in addition to the Board of Directors]

Community Learning Centres Liaison	Harold Spanier
Constitution	Sylvia Adams, Barbara Milne-Smith
Health Issues	Shirley Straughton
Literacy	Marion Daigle
Parenting Workshops	Pat Waters
Resolutions	Barbara Milne-Smith
	Rickhey Margoese
Rights	Marion Daigle
	Barbara Milne-Smith
Safety/Transportation	Donald Smith

**QFHSA 64<sup>th</sup> ANNUAL GENERAL MEETING – May 3, 2008**  
**BUSINESS MEETING PROCEDURE**

1. The **Annual General Meeting** [AGM] is **conducted in accordance** with our Constitution, By-Laws and Standing Rules. In the case of any procedural dispute reference shall be made to Robert's Rules of Order Revised.
2. Each **official voting delegate** of each Member Association shall have **one vote** on any question which comes before the meeting, **except** for associations more than 250 kilometers from Montreal. Such Associations will still be entitled to three votes, expressed either as an identical or divided vote. Application for such privilege is to be presented in writing to the Executive Secretary prior to the start of the business portion of the Annual General Meeting.
3. The **quorum for transaction of business** at the Annual General Meeting shall be twenty-five percent [**25%**] of **Member Associations in good standing**, represented by their official representatives or accredited alternates.
4. **Voting** shall be by ballot or show of hands. All questions shall be **decided by a majority of those present** and entitled to vote, **except** those which require a two-thirds [**2/3**] majority. On ballot votes, the votes of each association shall be handed in by the voting delegates of each association individually but at the same time. Counting of the votes shall be done by non-voting participants.
5. A **delegate** may not **speak** for more than two [**2**] **minutes** on any question under discussion, nor more than twice on any particular motion or resolution. Any person wishing to speak needs to stand and come to the microphone (if we have one).
6. **Amendments to the Constitution and By-Laws** require a two-thirds [**2/3**] **vote** of the delegates present and entitled to vote. Notice of the proposed amendments must have been mailed to all Member Associations at least ten [**10**] weeks prior to the meeting. Modifications to these proposed amendments received two [**2**] weeks before the AGM will be considered, but **no modification may be made from the floor**.
7. **Resolutions** to the Annual General Meeting must have been circulated to the Member Associations eight [**8**] weeks prior to the Annual General Meeting. Resolutions received after the date specified will be presented as **Emergency Resolutions** only after consideration by the Chairman of the meeting and the Resolutions Committee. Delegates presenting resolutions are reminded that they must be present at the time designated on the agenda for the presentation of their resolution. The **presenting party** may **speak** to the resolution, or amendments thereto, for not more than FIVE [**5**] **minutes**. In addition to amendments received two weeks before the AGM there may be amendments emanating from the caucus session held earlier, **but no further amendments may be made from the floor**.

# PARLIAMENTARY PROCEDURE

## PRINCIPLES

- Justice and Courtesy for all
- One thing at a time
- Recognition of the will of the majority
- Protection of the rights of the minority

## PURPOSE

- ✓ To conduct business in an orderly and democratic manner by one or more of the following ways:
  - ✓ communications
  - ✓ committee reports
  - ✓ motions or resolutions

To participate effectively in the proceedings of meetings, each person needs to know the fundamentals of parliamentary procedure.

## THE MAIN MOTION

### WHAT IS A MOTION?

A main motion introduces a new item of business; it is a proposal that the group take a certain action. It is the basis of all discussion and states the bounds of discussion. All remarks pertain directly to the contents of the motion on the floor. The making of the motion comes first, discussion follows. A subsidiary motion qualifies the main motion or proposes an alternate timetable for consideration.

### WHEN IS A MOTION NEEDED?

- It forms a basis for discussion on all major decisions of the group.
- When in doubt, ask for a motion to be proposed.
- Motions must be made on all matters involving finances not already included in the budget as approved.
- On minor matters, a question may be resolved by the chairman 'taking the sense of the meeting'.
- The decision must be clearly stated for the secretary to report in the minutes as well as for the benefit of the members.

### THE STEPS TO PRESENTING A MOTION ARE:

1. member stands or raises a hand and says:  
**"Madame Chairman/Mr. Chairman."**  
The chairman recognizes the speaker by name.
2. The member says, **"I move that . . ."**, stating or reading a motion.
3. Another raises a hand to be identified by the chairman, then says:  
**"I second the motion."** The seconder believes the motion should be discussed, but may not necessarily be in favour of it.
4. Chairman says, **"It has been moved by (name of mover) and seconded by (name of seconder) that . . .  
..... Is there any discussion?"**
5. The mover usually speaks first, giving the reasons for the motion. The opportunity to speak to the motion must be given to anyone who wishes to speak to or oppose the motion. Discussion should be addressed to the chairman.
6. At the end of the discussion, the chairman says:  
**"If there is no further discussion . . . . ."** or **"Are you ready for the question?"** Then:  
**"The motion is that . . . ."**  
**"All in favour?"** (pause while the count is taken by the secretary)  
**"Opposed?"** (pause while the count is taken by the secretary)

**"Abstentions?"** (pause while the count is taken by the secretary)  
**"The motion is carried"** (or is defeated).

7. If anyone calls **"Division"** (questions the voice vote), the chair calls for a show of hands or a standing vote: **"All in favour raise your hand. All opposed ..."** If a majority request it, the vote may be taken by ballot. A **"ballot vote"** is the recommended procedure for election of officers and for resolving a contentious issue.

## SUBSIDIARY MOTIONS

**AMENDMENTS CHANGE MOTIONS:** To qualify the idea of a motion, but not to change the subject or the intent of the main motion.

1. **"I move to amend the motion by . . . ."**:  
Inserting or adding a word, phrase or sentence.  
Striking out a word, phrase or sentence.  
Striking out and inserting a word or phrase or substituting a sentence or paragraph.
2. **"I second the motion to amend."**
3. **"It has been proposed to amend the motion to read as follows . . . ."**  
The chairman states the main motion and the amendment so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a motion with:  
Discussion: **"Is there any discussion?"**  
Question: **"If there is no further discussion, the amendment is . . . ."**  
Vote: **"All in favour of the amendment . . . ."**  
Chairman announces the outcome:  
**"The amendment is carried (or defeated)."**  
**"The motion now before the meeting is . . . ."**  
(states the motion plus the amendment(s) if it carried)  
In dealing with motions, the vote is taken first on the amendment. If passed, the amended motion is voted on. If the amendment is defeated, the main motion in its original form is voted on.

**TO REFER:** A question is referred to committee for further study and to submit a recommendation to the group at a later time.

**TO TABLE:** To set the matter aside until someone moves to reconsider it.

**TO POSTPONE DEFINITELY:** Postpone discussion until more facts are available.

**TO POSTPONE INDEFINITELY:** The motion may not be considered again that year.

- ▶ Recommended useful resource materials available for reference during a meeting:  
A copy of your organization's Constitution and By-Laws. Robert's Rules of Order or other guide to basic rules of parliamentary procedure.





**MINUTES OF THE 63<sup>rd</sup> ANNUAL GENERAL MEETING**  
**QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS INC.**  
Held April 28, 2007 at the Montreal Airport Hilton, Dorval

Registered and present during the 63<sup>rd</sup> Annual General Meeting were 73 people.  
The Friday evening Awards Dinner was attended by 105 people, including special guests.  
There were 27 local Home & School Associations present (out of a possible 70).  
Local Associations with voting delegates were:

Allion	Gardenview	Pierre E. Trudeau [Vaudreuil]
Baie-Comeau High School	John Rennie High School	Roslyn
Bishop Whelan	Jubilee	Sherwood Forest
Dorset	Lindsay Place High School	Souvenir
Dorval	Lord-Aylmer	Springdale
Dunrae Gardens	Macdonald High School	St. John Fisher
Edgewater	Merton	St. Patrick
Edinburgh	New Carlisle	Thorndale
Evergreen	Orchard	Willingdon

**WELCOME AND INTRODUCTIONS**

The meeting was chaired by President Donna Norris. She welcomed everyone and introduced those at the Head Table: Barbara Milne-Smith, Past-President of QFHSA and a Life Member of Canadian Home & School Federation, serving as Parliamentarian; Oliver Cole, Director, Time Keeper; Brian Rock, Director, Speakers List; Carol Ohlin, Recording Secretary

The remaining Directors were also presented to the delegates and thanked for their services: Marlyn Brownrigg, Vice-President, Leah Trineer, Vice-President, Debi Brown, Treasurer; Beverlee Bishundayal, Secretary; Directors: Oliver Cole, Brian Rock, Barbara Schnider, Sheila Splane. Directors Anne MacWhirter, Elena Purser and Barbara Smith were not able to attend the meeting. Also present was Marion Daigle, a Past President and QFHSA Literacy Director .

The President welcomed guest Tarek Toni, QFHSA Advisor, Official Languages Support Programs, Department of Canadian Heritage.

Membership awards were presented by Marlyn Brownrigg and Barbara Schnider, Membership Co-Chairs. Janet Kennedy of Edgewater Elementary School was the recipient of the teacher book draw. Newsletter awards were presented by Donna Sauriol, Executive Secretary, in the absence of Diane Radu, Editor of the QFHSA *NEWS Focus on the Locals* section.

The President welcome everyone and briefly explained the contents of the delegates' kits.

The 63<sup>rd</sup> Annual General Meeting was officially called to order at 9:00 a.m.

**1.1 Appointments & Procedures**

Parliamentarian	Barbara Milne-Smith
Recording Secretary	Carol Ohlin
Speakers List	Brian Rock
Time Keeper	Oliver Cole
Credentials	Barbara Schnider & Carol Ohlin
Scrutineers	Beverlee Bishundayal and Sheila Splane

**MOTION:** Diana Kowal-Gibson (Lindsay Place High School)/Joanie Beaubien Rossy (Sherwood Forest) to accept these appointments. **CARRIED**

Carol Ohlin, Registration Credentials, reported that there were presently 27 Home & School Associations in attendance which fulfilled the requirements for a quorum.

**1.2 Parliamentary Procedure**

Barbara Milne-Smith briefly reviewed the Business Meeting Procedures described in the Book of Reports, page 3, and the principles of Parliamentary Procedure, pages 4-5.

**2. ACCEPTANCE OF AGENDA**

**MOTION:** Sue Alkenbrack (Lord Aylmer)/Kurt Noakes (John Rennie High School) to accept the Agenda. **CARRIED**

**3. ADOPTION OF THE MINUTES OF 2006 AGM (Book of Reports, pages 7-13)**

**MOTION:** Sharon Wilensky (Dorval)/Lindsay McLeod (St. John Fisher) to accept the 2006 AGM Minutes in the Book of Reports.

**CARRIED**

There was no business arising from the 2006 AGM Minutes.

**4. PRESIDENT' S REPORT (Book of Reports, pages 15-16)**

Donna Norris presented her report, thanking the Board of Directors and members of the local associations for their volunteer involvement and support.

**MOTION:** Marlyn Brownrigg (Jubilee)/Barbara Schnider (Jubilee) to accept the President's Report. **CARRIED**

**5. EDUCATION REPORT (Book of Reports, page 33)**

Oliver Cole, Chairperson of the Education Committee, spoke to his report, noting that the Committee would be presenting Resolution 2007/03 New Curriculum – Financial Resources.

**MOTION:** Lianne Brown(John Rennie High School)/Cynthia Fitzmaurice (Edgewater) to accept the Education report. **CARRIED**

**6. MEMBERSHIP REPORT (Book of Reports, page 47)**

Barbara Schnider, Membership Co-Chair, spoke to this report.

**MOTION:** Beth Weaver (Dunrae Gardens)/Joanie Beaubien Rossy (Sherwood Forest) to ratify the decision of the Board of Directors' meeting of February 17, 2007, to terminate the affiliation of the following Home and School associations for failure to submit memberships and fees: Hadley Jr. High and Shawinigan.

**CARRIED**

- MOTION:** Marlyn Brownrigg (Jubilee)/Diana Donnelly (Lindsay Place High School) To accept the recommendation that the 2007/08 membership fee remain at \$16 per family. **CARRIED**
- MOTION:** Lindsay McLeod (St. John Fisher)/Mia Ginter (Roslyn) to accept the Membership Report. **CARRIED**
- Note: Barbara also mentioned that Kegaska Home and School Association has closed due to the lack of membership. The school has nine students.

7. **CANADIAN HOME & SCHOOL FEDERATION** (Book of Reports, pages 27-29)  
Debi Brown, QFHSA delegate to the 2006 CHSF Mid-Term Meeting, spoke to her report, mentioning the Drug Wise Parent Resource Kit and the MNet Internet Safety project. Marlyn Brownrigg will be the Quebec Delegate to the 2007 Annual Meeting in Saskatoon.  
**MOTION:** Karen Losinger (St. John Fisher)/Leah Trineer (Roslyn) to accept the CHSF Mid-Term Report. **CARRIED**
8. **LITERACY** (Book of Reports, pages 39-40)  
Marion Daigle, Literacy Director, spoke to her report, noting that the *Children's Literacy Resource Guide* is available in both printed and CD-ROM formats. In addition, QFHSA has just received a gracious letter from *The Montreal Gazette*, informing us that Marion's literacy work, including the Born to Read program, has been awarded a generous and unexpected grant of more than \$9,700 from the CanWest Global Foundation from the proceeds of the 2006 Raise-a-Reader campaign. QFHSA will be invited to submit an application for this year's funding.  
**MOTION:** Joanie Beaubien Rossy (Sherwood Forest)/Lisa Jarvis (Dorval) to accept the Literacy Report. **CARRIED**
9. **RESOLUTIONS AND POLICY** (Book of Reports, pages 53-54)  
Rickhey Margolese, Resolutions Committee Chair, explained the procedure for the caucusing sessions and presented the six proposed resolutions.
- 9.1 **Disposition of 2006 Resolutions** (Page 53)  
Resolution 2006/01 Wider Access to English Education received the most responses from the destinations
- 9.2 **Statement of Policy**  
To be added from the resolutions passed at the 2006 AGM  
EDUCATION  
Add to #29  
A. Full accreditation to secondary school leavers in either academic or vocational pathways.  
(Resolution 2006/02 Technical/Vocational Education for Youth)
- Add #48. Encourage the setting up of Community Learning Networks (as outlined in the *Children's Literacy Resource Guide*) to enable our children to cope with social, intellectual, cultural and economic demands of the wider world.  
(Resolution 2006/03 Children's Literacy Resource Guide)

## EDUCATION – SYSTEM

Add to #19 Admitting students to English schools upon demand while their “eligibility” is being investigated (update of Resolution 1999/07).

(Resolution 2006/01 Wider Access to Education)

Add #23 That the Ministry of Education, Leisure and Sports (MELS) fund vocational and technical summer camps for students, to allow greater exposure to future career options.

(Resolution 2006/02 Technical/Vocational Education for Youth)

**MOTION:** Sharon Wilensky (Dorval)/Jeanine Inniss (Springdale) to approve the additions to the Statement of Policy. **CARRIED**

### 9.3 RESOLUTIONS 2007

A simple majority is required to pass; the procedure for amendments was explained. Addition, or changes to the destinations, do not require an amendment. This year there were no amendments to the wording of the six resolutions. There were some additions to the Destinations. (If there are proposed changes to the wording, these are indicated in *bold italics*.)

Resolution 2007/01 *caucus of the whole*

Resolutions 2007/2, 2007/3 and 200/5 – separate caucus groups

Resolutions 2007/04 and 2007/06 were combined for caucus discussion.

#### **Resolution 2007/01 QFHSA Mission Statement**

Update of Resolution 1995/04

The Resolutions Committee recommended that in place of a separate caucusing session there should be a *caucus of the whole* in order to involve everyone in the discussion of Resolution 2007/01 *QFHSA Mission Statement*. Leah Trineer, on behalf of the Board of Directors, presented the English version and Maria-Teresa Mastrocola (Baie Comeau High) read the French text.

**MOTION:** Rickhey Margolese (Macdonald High School)/Lindsay McLeod (St. John Fisher) to reaffirm the QFHSA Mission Statement.

**CARRIED**

Several grammatical and spelling corrections were noted.

Add to the Destinations: Fédération des commissions scolaires du Québec

#### **Resolution 2007/02 The New Curriculum – High School Textbooks in English**

Rickhey Margolese presented the resolution on behalf of Macdonald High School.

**MOTION:** Rickhey Marolese (Macdonald High School)/Martha Wickware (Evergreen) to accept Resolution 2007/02. **CARRIED**

Add to Destinations: Local Members of the National Assembly, local and provincial media, chair of Parents Committees with covering letter to request that the resolution be disseminated to all governing boards, English Language Universities with Education Programs.

#### **Resolution 2007/03 New Curriculum – Financial Resources**

Oliver Cole, Chair of the Education Committee, spoke to this Resolution.

**MOTION:** Rickhey Margolese (Macdonald High School)/Sue Williams Rae (John Rennie High School) to accept Resolution 2007/03.

**CARRIED**

Add to Destinations: All Opposition Party Education Critics, Fédération des commissions scolaires du Québec (FCSQ), English Language Universities with Education Programs.

**Resolution 2007/04 Retention of English Schools**

Update of Resolution 2003/04 Presented by Brian Rock

**MOTION:** Leah Trineer (Roslyn)/Lara de Beaupré (Willingdon) to accept Resolution 2007/04. **CARRIED**

Add to Destinations: Leader and Education Critic of the third party in the National Assembly, English Language Universities with Education Programs, and the Fédération des comités de parents du Québec (FCPQ).

**RESOLUTION 2007/05 Firearms Control**

Update of Resolution 1995/02

In the absence of Donald Smith, Safety Committee Chair, this resolution was presented by Marion Daigle.

**MOTION:** Diana Donnelly (Lindsay Place High School)/Jeanine Inniss (Springdale) to accept Resolution 2007/05. **CARRIED**

Add to Destinations: Premier of Quebec, Minister of Justice and the Minister of Public Security (Quebec), Opposition parties of Quebec and Canada.

For information to: Director General of Dawson College, FCPQ, FCSQ, Quebec Provincial Association of Teachers (QPAT), Canadian Association of School Psychologists, La Fédération des Psychologues du Québec.

**RESOLUTION 2007/06 Permanent Linguistic Voters List for School Board Elections**

Update of Resolution 2005/02 Presented by Brian Rock

School Board Elections are scheduled for November 4, 2007.

**MOTION:** Imogen Brian (Willingdon)/Giovanna Spadafora-Capanna (Allion) to accept Resolution 2007/06. **CARRIED**

Add to Destinations: See additions to Resolution 2007/04.

**10. FINANCE REPORT (Book of Reports, pages 34-37)**

Treasurer Debi Brown presented the Financial Reports

**10.1 2006 Financial Statements and the Auditor's Report**

**MOTION:** Lindsay McLeod (St. John Fisher)/Beth Weaver(Dunrae Gardens) to accept the 2006 Financial Statements and the Auditor's Report.

**CARRIED**

**10.2 Re-appointment of Auditor**

**MOTION:** Leah Trineer (Roslyn)/Natasha Gentile (Dorset) to re-appoint Verelli Arrizza C.A. as QFHSA auditor for the year 2007.

**CARRIED**

**10.3 Proposed Budget 2008**

**MOTION:** Pamela Shaver (Pierre E. Trudeau)/Mary Skagos (Gardenview) to accept the Proposed Budget for 2008. **CARRIED**

11. **REMAINING REPORTS [except Nominations]**

**MOTION:** Connie DeGiorgio (Dunrae Gardens)/Ada Taddeo (Thorndale) to accept the remaining reports (except Nominations) from the Book of Reports *en bloc*. **CARRIED**

12. **NOMINATIONS REPORT** (Book of Reports, page 49 and up-date previously circulated in the AGM Mailing #4)

**Nominations**

In the absence of Barbara Smith, Nominations Chair, Leah Trineer, Vice-President, presented the Nominations Report and conducted the election for the Board of Directors, 2007/2008. She noted that nominations from the floor would be referred to the Board of Directors for appointment. There were no nominations from the floor.

Seven Directors are completing the term 2006-2008:

Debi Brown	Barbara Schnider	Sheila Splane
Marlyn Brownrigg	Barbara Smith	Wanda Leah Trineer
Oliver Cole		

**MOTION:** Martha Wickware (Evergreen)/Lianne Brown (John Rennie High School) to elect the following nominees to the Board of Directors for a two-year term – 2007-2009.

Beverlee Bishundayal	Anne MacWhirter	Mary Polychronas
Diana Donnelly	Carol Meindl	Brian Rock

**CARRIED**

**MOTION:** Lindsay McLeod (St. John Fisher)/Sharon Wilensky (Dorval) to declare Nominations closed. **CARRIED**

**MOTION:** Martha Wickware (Evergreen)/Liane Brown (John Rennie High School) to declare that these nominees are elected to the Board of Directors. **CARRIED**

**CARRIED**

**Election of Officers**

**MOTION:** Martha Wickware (Evergreen)/Betty Skagos (Gardenview) to accept the slate of officers:

President	Deborah Brown
Executive Vice-President	Wanda Leah Trineer
Secretary	Beverlee Bishundayal
Treasurer	Oliver Cole
Vice-President	Marlyn Brownrigg

**CARRIED**

**INSTALLATION OF BOARD OF DIRECTORS**

Barbara Milne-Smith, Past-President of QFHSA and a Life Member of Canadian Home and School Federation, invested the Board of Directors for 2007-2008.

Debi Brown thanked Donna Norris for her three years of service as President and presented her with a gift.

**ADJOURNMENT** The meeting was adjourned at 12:15 p.m.

\_\_\_\_\_  
Debi Brown, President

\_\_\_\_\_  
Beverlee Bishundayal, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **PRESIDENT'S REPORT**

Report to the Annual General Meeting – May 3, 2008

Submitted by Debi Brown, President

The theme for 2006- 2007 was **Home, School, Community: The Power of Belonging**

The theme for this coming year will be: **Building Partnerships**

1. At our 2007 Annual Meeting we enjoyed keynote speaker, Maureen Morris, President, Quebec Provincial Association of Teachers on “The Power of Belonging.” We welcomed Diana Donnelly, Carol Meindl and Mary Polychronas as new Directors to our Board.
2. At the May Board of Directors meeting the President shared her philosophy that a non-profit Board should be functional, setting policy not doing administration. This followed on the results of a Human Resources Needs Assessment Report that was conducted with funding from Canadian Heritage Official Languages Office. It was agreed that the Board needed to concentrate its efforts on what it does well and literacy stands out as our current success.
3. In June Donna Norris attend the QCGN Annual Meeting where she was elected to the Board of Directors. Marlyn Brownrigg attended the CHSF Annual Meeting in Saskatoon as QFHSA representative.
4. At the July Board of Directors meeting the President indicated that she preferred a 30 – 45 minutes orientation session on a designated topic at each meeting rather than covering everything in one meeting. The primary target for Group Affiliate membership was identified.
5. In September QFHSA held Executive Workshops for the local associations at the provincial office. It was well-attended and the following workshops were given: Presidents (and Vice Presidents), Treasurers, Membership Chairs, Newsletters, Media and Public Relations and How to set up a Born to Read program.
6. In September QFHSA was informed by Canadian Heritage that they would be providing funding for the position of Executive Director. A Personnel Committee was struck and interviews were conducted in late November. Unfortunately, the chosen candidates chose not to accept the position. The search continues.
7. Updated Directors’ manuals were distributed at the September meeting. The Treasurer presented his five goals/key ideas for the Finance Committee.
8. In October the Board received the Report on the Greater Montreal Community Development Initiative.
9. In January, Leah Trineer and Debi Brown met with the Minister of Education to discuss the Governance of School Boards. It was a very positive meeting and the exchange of ideas was well received.
10. In January, Harold Spanier was successful in his application, on behalf of QFHSA, in securing a City of Montréal Business Tax rebate.
11. In February, Rickhey Margolese and Debi Brown attended a conference organized by QCGN themed Community Revitalization: Trends and Opportunities for the English-speaking Communities in Quebec.
12. In March Debi Brown and Donna Norris met with Maureen Morris, President of QPAT.

13. Throughout the year there were ongoing discussions and meetings with Canadian Heritage Official Languages Office.
14. We continue to work with local Home and Schools and Regional Councils. Several schools were visited this year and many issues were addressed.

Throughout the year the QFHSA Board of Directors has watched and supported the parents' right to choose the language of instruction for their children. Following the Leave to Appeal launched by the Provincial Government in the Case of Bill 104, the Board of Directors started a fund raising campaign on behalf of the defendants in the case before the Supreme Court of Canada. Support of this cause is a natural result of the ongoing resolutions of QFHSA in its support of the Right to Wider Access to English Education in Quebec. This campaign has resulted in media attention for the QFHSA and the President has been interviewed by the Montreal Gazette, CJAD and CBC Radio Montreal. All are encouraged to follow this issue and support the campaign. Mr. Brent Tyler, Counsel in this court case, will be the keynote speaker at the 2008 Annual Meeting. The Rights Committee is leading the charge on behalf of the QFHSA.

I would like to acknowledge and thank Donna Norris, Leah Trineer, Beverlee Bishundayal, Oliver Cole, Marlyn Brownrigg, Diana Donnelly, Anne MacWhirter, Carol Meindl, Mary Polychronas, Brian Rock, Barbara Schnider, Barbara Smith and Sheila Splane for their dedication and hard work this past year.

I would also like to thank our resource persons, without whom much work would not have been done: Rickhey Margolese, Donald Smith, Harold Spanier, Shirley Straughton, Norma Stirling, Marion Daigle, Sylvia Adams, Barbara Milne-Smith and Pat Waters.

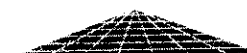
And I would be very remiss if I did not thank our hard working and supportive QHFSA staff, Donna Sauriol and Carol Ohlin. They are always at the end of the telephone, and email, keeping the Board of Directors informed and up-to-date with the issues. They are key to making the organization run smoothly.



**QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**FINANCIAL STATEMENTS**

**AS AT DECEMBER 31, 2007**



# VERELLI - ARRIZZA

Comptables Agréés - Chartered Accountants

Adriano Arrizza, C.A.  
Anthony Verelli, C.A.

## AUDITORS' REPORT

To the Members of  
QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

We have audited the statement of financial position of Quebec Federation of Home and School Associations (Federation) as at December 31, 2007, and the statements of revenues and expenses and cash flow for the year then ended. These financial statements are the responsibility of the Federation management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Federation derives revenues and contributions from various sources, the completeness of the non-government revenue and contributions are not susceptible to complete audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Federation and we were not able to determine whether any adjustments might be necessary to revenues and net assets.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the non-government revenues and contributions referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Federation as at December 31, 2007, and the results of their operations and their cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.



Chartered Accountants

Montreal, Quebec  
February 23, 2008

**QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**  
**(Incorporated under the laws of Quebec)**

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2007**

**ASSETS**

	2007	2006
<b>CURRENT</b>		
Cash and cash equivalents	\$ 69,061	\$ 32,119
Funds held in trust	9,500	9,500
Sales taxes receivable	6,669	6,900
Grants receivable	60,000	67,561
Prepaid expenses	<u>14,674</u>	<u>15,057</u>
	<u>\$ 159,904</u>	<u>\$ 131,137</u>

**LIABILITIES**

<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 3,000	\$ 4,250
Deferred program grants (Note 4)	48,350	28,350
Deferred history and archive grant (Note 5)	10,933	11,933
Deferred membership fees (Note 6)	<u>36,681</u>	<u>31,670</u>
	<u>98,964</u>	<u>76,203</u>

**NET ASSETS**

Net assets restricted for awards purposes ( Note 3)	9,500	9,500
Unrestricted net assets	<u>51,440</u>	<u>45,434</u>
	<u>60,940</u>	<u>54,934</u>
	<u>\$ 159,904</u>	<u>\$ 131,137</u>

**ON BEHALF OF THE BOARD:**

\_\_\_\_\_  
 Director

\_\_\_\_\_  
 Director

See accompanying notes

**QUEBEC FÉDÉRATION OF HOME AND SCHOOL ASSOCIATIONS**

**STATEMENT OF CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED DECEMBER 31, 2007**

	<u>Restricted for awards purposes</u>	<u>Unrestricted</u>	<u>2007</u>	<u>2006</u>
<b>BALANCE - BEGINNING OF YEAR</b>	\$ 9,500	\$ 45,434	\$ 54,934	\$ 58,805
Excess of revenues over (expenses)	<u>-</u>	<u>6,006</u>	<u>6,006</u>	<u>(3,871)</u>
<b>BALANCE - END OF YEAR</b>	\$ <u>9,500</u>	\$ <u>51,440</u>	\$ <u>60,940</u>	\$ <u>54,934</u>

See accompanying notes

**QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**STATEMENT OF REVENUES AND EXPENSES**

**FOR THE YEAR ENDED DECEMBER 31, 2007**

	2007	2006
<b>REVENUES (Exhibit D)</b>	\$ <u>216,196</u>	\$ <u>205,119</u>
<b>EXPENSES</b>		
CHSF Affiliation fees and others	5,000	5,000
Meetings	9,137	11,127
Conferences and outreach	23,602	28,418
Promotional material	5,330	6,433
Home and School News	28,059	33,100
Insurance	16,005	16,379
Provincial office		
Equipment purchases	1,878	-
Postage and courier	3,201	5,674
Office supplies	6,532	7,276
Telephone	4,248	4,010
Administration	2,689	4,284
Rent, electricity and occupancy charges	18,484	17,745
Salaries and employee benefits	60,870	60,834
Fees and honorariums	19,764	3,960
History and archive grant	-	1,000
Literacy partners of Quebec grant	-	3,420
Federal Canadian heritage special project	-	330
Raise a reader	5,391	-
	<u>210,190</u>	<u>208,990</u>
<b>EXCESS OF REVENUES OVER (EXPENSES)</b>	\$ <u>6,006</u>	\$ <u>(3,871)</u>

See accompanying notes

**QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**SCHEDULE OF REVENUES**

**FOR THE YEAR ENDED DECEMBER 31, 2007**

	2007	2006
<b>REVENUES (Note 2(a))</b>		
Membership fees - family	\$ 74,389	\$ 81,339
Membership fees - other	953	715
Federal Canadian heritage program grant	83,264	68,683
Quebec government grant	20,000	20,000
History and archive grant	1,000	1,000
Federal Canadian heritage special project grant	-	2,615
Raise a reader	9,707	-
Literacy Partners of Quebec grant	-	4,500
Donations - other	891	2,053
News - advertising and subscriptions	1,992	953
Conferences	12,460	13,959
Membership materials	666	691
Miscellaneous	3,956	4,330
Interest	1,068	797
Administration fees	<u>3,350</u>	<u>3,450</u>
	<b>213,696</b>	<b>205,085</b>
Donations received for locals	45,360	78,740
Donations remitted to locals	<u>(42,860)</u>	<u>(78,706)</u>
	<b><u>\$ 216,196</u></b>	<b><u>\$ 205,119</u></b>

See accompanying notes

**QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**STATEMENT OF CASH FLOW**

**FOR THE YEAR ENDED DECEMBER 31, 2007**

	2007	2006
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over (expenses)	\$ 6,006	\$ (3,871)
Increase in funds held in trust	-	(4,400)
Decrease in sales taxes receivable	231	888
Decrease in grants receivable	7,561	14,218
Decrease in prepaid expenses	383	284
Increase (decrease ) in accounts payable and accrued liabilities	(1,250)	1,186
Increase (decrease) in deferred program grants	20,000	(8,703)
Decrease in deferred history and archive grant	(1,000)	(1,000)
Increase(decrease) in deferred membership fees	5,011	(16,491)
Contribution of restricted amount for awards purposes	-	4,500
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<u>36,942</u>	<u>(13,389)</u>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>32,119</u>	<u>45,508</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 69,061</u>	<u>\$ 32,119</u>

See accompanying notes



# QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

## NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2007

### 1. NATURE AND PURPOSE OF THE ASSOCIATION

The Quebec Federation of Home and School Associations is an incorporated, independent, not-for-profit volunteer organization dedicated to enhancing the education and general well being of children and youth. It promotes the involvement of parents, students, educators and the community at large in the advancement of learning and acts as a voice for parents.

### 2. ACCOUNTING POLICIES

#### a) Revenue Recognition

- i) Membership fees are received mostly in the fall of each year and are taken into revenue over the period from the first of September to the following thirty first of August.
- ii) Program funding and grants are received from Federal and Provincial agencies for various donor fiscal years and are taken into revenue over each donor's fiscal year.
- iii) History and archive grant revenue is recognized to the extent of the costs which are expensed in any given year.

#### b) Expensing Capital Purchases

The Association expenses all purchases of a capital nature.

#### c) Contributed Services

Volunteers at the Federation level contribute approximately 19,100 hours per year to assist the Federation in carrying out its activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

### 3. FUNDS HELD IN TRUST

The Federation has funds in trust amounting to \$9,500. The donors have requested that the interest earned on the funds in trust be used to pay for awards given out at the annual general meeting. A committee is appointed to consider all submissions for the awards, and to choose the ones, they consider best, meet the guidelines.

Cont'd



QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2007

4. DEFERRED PROGRAM GRANTS

The deferred program grants from Canadian Heritage and The Quebec Ministry of Education are for funding operating costs.

	2007	2006
<b>Balance - Beginning of year</b>	\$ 28,350	\$ 37,053
Less: Amount recognized as revenue in the year	(28,350)	(37,053)
Plus: Amount received for the following year	<u>48,350</u>	<u>28,350</u>
<b>Balance - End of year</b>	<u>\$ 48,350</u>	<u>\$ 28,350</u>

5. DEFERRED HISTORY AND ARCHIVE GRANT

The deferred history and archive grant is utilized to set up a history and archive project for the association.

<b>Balance - Beginning of year</b>	\$ 11,933	\$ 12,933
Less: Amount recognized as revenue in the year	<u>(1,000)</u>	<u>(1,000)</u>
<b>Balance - End of year</b>	<u>\$ 10,933</u>	<u>\$ 11,933</u>

6. DEFERRED MEMBERSHIP FEES

The deferred membership fees are from members of the Association and for funding operating costs.

<b>Balance - Beginning of year</b>	\$ 31,670	\$ 48,161
Less: Amount recognized as revenue in the year	(31,670)	(48,161)
Plus: Amount received for the following year	<u>36,681</u>	<u>31,670</u>
<b>Balance - End of year</b>	<u>\$ 36,681</u>	<u>\$ 31,670</u>

Cont'd



QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2007

**7. FINANCIAL INSTRUMENTS**

The Federation has evaluated the fair value of its financial instruments based on the current interest rate environment, market value and actual prices of financial instruments with similar terms. The carrying value of the financial instruments is considered to approximate their fair value.

**8. CONTINGENT LIABILITY**

The Quebec Federation of Home and School Associations has been named as a defendant in warranty along with the Lester B. Pearson School Board in a lawsuit involving a claim of \$1,619,054. The outcome of the lawsuit is uncertain, however should any loss result on the resolution of this claim in excess of the amount covered by the Federation's insurance this amount would be charged to revenues and expenses in the year it is resolved..



## **THE CANADIAN HOME AND SCHOOL FEDERATION**

Report to the Annual General Meeting – May 3, 2008

Submitted by Marlyn Brownrigg, QFHSA Delegate

### **CHSF Spring Board Meeting and Annual Meeting 2007**

The CHSF spring board meeting and 2007 Annual Meeting was held in Saskatoon, Saskatchewan, from June 7<sup>th</sup> to 9<sup>th</sup>, 2007.

The CHSF board had decided to review 25% of the statement of policy annually in order to keep policies current. Therefore, a portion of each bi-annual board meeting is dedicated to reviewing the constitution and by-laws. These revisions are then voted on at the Annual Meeting. Other items on the agenda included the Drug Wise project with Health Canada, future partnerships, trust fund issues, various committee responsibilities, and the Marilyn Ashby Citizenship/Advocacy Awards.

Presentations were made by Bob Gray of Breakfast for Learning and Diane Wickham from the Canadian Millennium Scholarship Fund.

At the Annual Meeting a new slate of officers was installed: President – Beverly Mullin, Treasurer – Paul Croft, Eastern Vice-President – Janet Walsh, Central Vice-President – Brian Peat, Western Vice-President – Terri-Lynne Huddleston.

### **Mid-Term Meeting November 8<sup>th</sup> - November 10<sup>th</sup>, 2007**

Every year the mid-term meeting is held in Ottawa where the CHSF office is located. The agenda for this three-day business meeting included: constitution and by-laws, standing rules, executive/committee reports, budget, and housekeeping items. The following projects and proposals were discussed: DrugWise Parents project, video games rating, Weight of the World, and Parenting the Net.

The QFHSA firearms resolution passed at the 2007 QFHSA AGM was approved by the CHSF board as was the OFHSA (Ontario) resolution on a National Sex Offender Registry. These resolutions will now return to the provincial boards, and be voted on at the CHSF 2008 Annual Meeting.

Board members also participated in a strategic planning session, discussed violence in schools, and school bus safety. Bill Jeffery of the Centre for Science in the Public Interest made a presentation on school nutrition policies across Canada.

Provincial sharing is an important part of both business meetings. These sessions raise awareness of initiatives and challenges facing parents, Home and School organizations, and educators in all provinces.

The CHSF 2008 spring board meeting and Annual Meeting will take place in Oakville, Ontario in May 2008.

## COMMUNICATIONS

### Home & School NEWS

Report to the Annual General Meeting - May 3, 2008

Submitted by the office

Mandate: The Editorial Board oversees the content of our newspaper and the website.

There were four regular issues last year, of 16 pages each. Circulation has remained steady and the average paid distribution is 5,800; average total distribution of a single issue is 7,300. Local associations are welcome to have additional copies of our newspaper at no extra cost.

The Home & School local associations are asked to send in their own school news for inclusion in their section of the paper, *Focus on the Locals*. Even if you don't have a writer on your team, a copy of your own newsletter will enable us to let other parents know what exciting things are happening at your school and to "steal" any ideas that appeal to them. Diane Radu is Editor of *Focus on the Locals* and also judges the schools' newsletters for Newsletter Prize winners, given out at the AGM.

The NEWS is grateful to our regular contributors: AMCAL Family Services, Shirley Straughton (Health Issues), Don Smith (Safety Issues), Marlyn Brownrigg and Barbara Schnider (Membership), Canadian Home & School Federation President, Bev Mullin, and Debi Brown, QFHSA President and our Margaret Funnell covers the West Island Networking Lunches. And, this past year, we've had contributions from Martha Farley, DM Family and School Services, Christine Clarke, Centre for Literacy, Mary Polychronas, Dorothy Nixon and Georgina Saba.

We also publicize the Terry Fox Run, *The Gazette's* Raise-a-Reader campaign, the Giant Book Sale and the Quebec Literacy Foundation, as well as Family Literacy Day.

Deadline dates for the NEWS are:

October 15	April 15
January 15	June 15

**Website:** Is updated quarterly and includes the newspaper, resolutions passed at the AGM, information on the two major conferences including pictures, listing of all our Home & School Associations, and much more.

There is also a special downloadable newsletter directed to parents and available for schools to use in their own newsletters, to include with report cards, etc. Ideas and suggestions for information to include in the *Download* are welcomed. [See Media and Publicity Report]

## **COMMUNICATIONS**

### **Telephone Committee Report**

Report to the Annual General Meeting - May 3, 2008

Submitted by Anne MacWhirter, Director

Mandate: The Telephone Committee was established by the Board of Directors to facilitate and encourage communication between the Board members at the provincial level and the local associations. This provides another avenue of information in addition to the mailings. With regular conversations by telephone and email, we can keep in touch with each other, exchanging ideas and learning what issues are of concern in the schools. The Directors' experience and leadership can be a helpful resource for the executives at the local level.

Committee members:

Anne MacWhirter, Coordinator; Marlyn Brownrigg; Oliver Cole, Carol Meindl; Barbara Schnider, Sheila Splane, Leah Trineer.

Activities During the course of the year we:

- Called (or e-mailed) each local association to ask them to update their files at the office. The items need for each local include the following:
  1. Executive list for the current year (with contact information)
  2. Reaffirmation letter
  3. Administration fee
  4. Membership list and fees for those members
  5. Financial and end-of-year reports for the office files.
- Calls about the AGM, Fall Conference and the Executive Appreciation Dinner.
- Anne made additional calls to encourage those locals who had not sent in reports, lists, etc. to do so before the February 1<sup>st</sup> deadline.
- Anne will make a series of calls in the Spring 2008 to check in with the locals who were tardy in sending in formation. She will try to get a contact person in place for the fall of 2008. Hopefully, this will help in getting things to the office early in the school year.
- A huge thank you to all those who send e-mails, made calls and checked to make sure we contacted each local.

## **CONSTITUTION AND BY-LAWS**

Report to the Annual General Meeting – May 3, 2008

Submitted by Sylvia Adams, Chair [acting]

Mandate To ensure that the Federation Constitution, By-Laws and Standing Rules allow a functioning organization.  
To vet the constitutions of local associations when submitted and to make suggestions for improvements or additions.

Members Sylvia Adams, Barbara Milne-Smith

Annual General Meeting 2008

No proposed changes to the Constitution and By-Laws have been submitted.

## **FINANCE COMMITTEE**

Report to Annual General Meeting - May 3, 2008

Submitted by Oliver Cole, Treasurer

Mandate: Request budget submission to the Quebec Federation of Home and School Associations Inc. [QFHSA] by the Board and its Committees. Review accounting procedures, the auditor's report and the expense sheet for Directors. Prepares recommendations for the membership and administration fees, applies for government grants. Review the Charitable Tax Number Information sheet and the Quebec Home and School NEWS funding.

Members: Oliver Cole – Treasurer; Debi Brown, Donna Norris (*ex-officio*); Leah Trineer, Marlyn Brownrigg, Beverlee Bishundayal, Harold Spanier, Carol Ohlin - Office Staff

### Activities

September 7, 2007: Executive Workshop for H & S Treasurers

Convened workshop for local H&S Treasurers to share best practices for annual financial reporting. Discussed software and worksheet programs used to keep track of local finances. Considered benefits of sales tax rebate claim for H&S locals.

February 1, 2008: Finance Committee Teleconference meeting

1. Reviewed and discussed GST/QST rebate claim process for H&S local associations.
2. QFHSA will develop sales tax rebate claim guidelines for local associations.
3. Budget 2008/2009 – Discussed and reviewed budget
4. Legal Defence Fund – Discussed collection process and sending funds to intermediary, guideline needed for local associations.
5. Simply Accounting System – Discussed process of reformatting chart of accounts to simplify Board reporting.

### Recommendation:

QFHSA implement funding and grant writing strategies with an Executive Director or a Consultant to diversify and increase resources to better serve members.

	A	B	C	D	E	F	G	H
1	<b>QFHSA</b>							
2	<b>2009 Proposed Budget</b>							
3	<b>AGM May 3, 2008</b>							
4								
5			<b>2009</b>			<b>2008</b>		
6	<b>REVENUE</b>		<b>Proposed Budget</b>			<b>Approved Budget Revised</b>		
7								
8	<b>MEMBERSHIPS &amp; GRANT INCOME</b>							
9	Family Membership Revenue		90,000			80,000		
10	Administration Fee Revenue		4,500			4,500		
11	Affiliate Fee		2,600			2,500		
12	Individual Membership Revenue		600			200		
13	<b>MEMBERSHIP INCOME Subtotal</b>			97,700			87,200	
14	Federal Grants Income		161,550			93,775		
15	Provincial Grants Income		25,000			20,000		
16	Supplemental Funding Grant							
17	Non-government Grant - Raise a Reader		5,000					
18	<b>GRANTS INCOME Subtotal</b>			191,550			113,775	
19	Corporate Sponsorship							
20	<b>TOTAL MEMBERSHIPS &amp; GRANTS</b>			289,250			200,975	
21								
22	<b>MISC. INCOME &amp; DONATIONS</b>							
23	Sales of Materials		1,500			1,500		
24	Conferences' Revenues		13,500			15,000		
25	Advertising & Subscription Revenue		2,100			1,500		
26	Miscellaneous other Revenues		1,500			1,000		
27	QCGN Activity (recoverable)		500			1,000		
28	Interest Revenue		500			500		
29	<b>MISC. INCOME Subtotal</b>			19,600			20,500	
30	Donations received for locals et al							
31	Donations remitted to locals et al							
32	Donations-Processing Fee Revenue		700			1,200		
33	Donations to QFHSA - Other					1,000		
34	Donations to Specific Projects (Literacy)		500					
35	<b>DONATIONS Subtotal</b>			1,200			2,200	
36	<b>TOTAL MISC. &amp; DONATIONS</b>			20,800			22,700	
37	Recovery from Reserves							
38								
39	<b>TOTAL REVENUES</b>			310,050			223,675	
40								
41	Volunteer - In Kind Time Dollar Value *			31,050			0	
42								
43	<b>TOTAL REVENUES &amp; VOLUNTEER VALUE</b>			341,100			223,675	
44								
45								
46								
47								
48								
49	<b>QFHSA</b>							
50	<b>EXPENSE</b>		<b>2009</b>			<b>2008</b>		
51			<b>Proposed Budget</b>			<b>Approved Budget</b>		
52	<b>GENERAL OPERATIONS</b>							
53	Accounting/Audit		1,800			1,850		
54	Legal Fees		2,500			2,000		
55	<b>SUBTOTAL Professional Fees</b>			4,300			3,850	
56	CHSF Affiliation Fees		4,500			4,500		
57	Donations to Other Organizations		100			200		
58	Salaries & related expenses		72,175			92,175		
59	<b>SUBTOTAL general operations</b>			76,775			96,875	
60								
61	<b>EXECUTIVE DIRECTOR</b>							
62	Salaries & related exp. - Executive director		80,075					
63	Travel		15,200					
64	Operating		4,400					
65	<b>SUBTOTAL Executive Director</b>			99,675				
66								
67								
68								
69								
70								
71								

	A	B	C	D	E	F	G	H
72	<b>QFHSA</b>		<b>2009</b>			<b>2008</b>		
73	<b>EXPENSE</b>		<b>Proposed Budget</b>			<b>Approved Budget</b>		
74								
75	<b>OFFICE OPERATIONS</b>							
76	Rent		23,000			22,000		
77	Cleaning, Repairs & Maintenance		350			400		
78	Electricity & Heating		1,000			1,000		
79	Property Insurance/Business Tax		500			1,500		
80	Office Supplies & equipment maint.		5,000			7,000		
81	Postage & Courier		6,500			6,500		
82	Telephone/Fax/Internet/Website		4,500			5,000		
83	Furniture/Equipment & Installation		500			500		
84	Bank Charges & Interest Expense		100			100		
85	<b>SUBTOTAL Office Operations</b>			41,450			44,000	
86								
87	<b>MEMBERSHIP DEVELOPMENT</b>							
88	Members Insurance		20,000			15,000		
89	NEWS printing/postage		28,000			26,000		
90	Publicity materials		3,000			2,000		
91	Promotional Activities		1,000			1,000		
92	Travel & Accommodation - Outreach		1,000			1,000		
93	<b>SUBTOTAL Membership Development</b>			53,000			45,000	
94								
95	<b>FALL CONFERENCE</b>							
96	Fees/Honorariums/supplies		1,100			1,000		
97	Meals		1,400			1,800		
98	Travel & Accommodation (Outreach)		2,500			3,000		
99	<b>SUBTOTAL Fall conference</b>			5,000			5,800	
100								
101	<b>AGM</b>							
102	Fees/Honorariums/supplies		3,000			3,000		
103	Meals		8,500			7,150		
104	Travel & Accommodation (Outreach)		3,000			4,000		
105	<b>SUBTOTAL AGM</b>			14,500			14,150	
106								
107	<b>EXECUTIVE APPRECIATION DINNER</b>							
108	Fees/Honorariums/supplies							
109	Meals		1,200			1,200		
110	Travel & Accommodation (Outreach)							
111	<b>SUBTOTAL Appreciation dinner</b>			1,200			1,200	
112								
113	<b>BOARD OF DIRECTORS</b>							
114	Fees/Honorariums/supplies		500			100		
115	Travel/Accommodation/Meals (Outreach)		5,500			7,500		
116	CHSF Meetings expenses		2,500			2,000		
117	Board Development - Travel/Accom/Meals		700					
118	Board Development - Consulting fee		700					
119	<b>SUBTOTAL Board of Directors</b>			9,900			9,600	
120								
121	<b>COMMITTEE EXPENSES</b>							
122	Education Committee		350			200		
123	Finance		350			200		
124	Membership		350			200		
125	Literacy		1,000			200		
126	Rights Committee		350			200		
127	Miscellaneous		350			200		
128	<b>SUBTOTAL committee</b>			2,750			1,200	
129	QCGN Activity (recoverable)							
130	Regional Council (Outreach)			1,500			2,000	
131	<b>SUBTOTAL GENERAL OPERATIONS EXP.</b>			310,050			223,675	
132								
133	<b>Volunteer - In kind time dollar value offset</b>			31,050				
134								
142	<b>SUBTOTAL BUDGETED EXPENSES</b>			341,100			223,675	
143								
144	<b>SURPLUS / DEFICIT</b>			0			0	
145								
152								
153	<b>*Volunteer - In kind time dollar value</b>							
154	(1725 hours @\$18 per hour = \$31,050)							



## **HEALTH ISSUES REPORT**

Report to the 2008 Annual General Meeting – May 3, 2008

Submitted by Shirley Straughton, Chairman

Mandate: to identify health risks affecting children and adolescents, promote preventative health measures and to publish relevant health information.

### Summary of Activities:

NEWS - Articles were published on the following subjects:

- The vaccine for the human papilloma virus
- Information on heart disease affecting women
- Water safety
- Advice on when to take your child to the emergency department

Health Information - ongoing monitoring of :

- The Montreal Children's Hospital website and newsletter for parents
- Documentation and website of the Canadian Paediatric Society

Many thanks to Donna Sauriol and Carol Ohlin in the QFHSA office for their support.

## LITERACY

Report to the Annual General Meeting – May 3, 2008

Submitted by Marion Daigle, Literacy Resource

Mandate To promote awareness of the requirements for literacy in a knowledge-based society.  
To mobilize school and community volunteer resources to advocate and deliver literacy programs for prevention and remediation.

*A Children's Literacy Resource Guide (CLRG)* is available to help deliver programs.

### Committee Members

Marion Daigle, Dorothy Nixon, Anne MacWhirter, Harold Spanier, Diana Donnelly, Leah Trineer, Carol Ohlin, Donna Sauriol, Debi Brown (*ex officio*).

Liaisons Tanya Poole (Lower North Shore), Kati Belliard (Témiscaming), Heather MacWhirter (New Carlisle), Myrna Guy and Casey Stilwell (Pincourt).

Recommendation Resolution 2008/ *Increased Funding for Libraries and Librarians*  
An update to Resolution 2004/01 to be passed by the delegates at the 2008 AGM.

### Activities 2007-08

1. Gazette Raise-a-Reader Grant (2006) – A generous grant of \$9,707 was received in April 2007. These funds have been used to support literacy projects and for the purchase of books and other educational resources for families, schools and community groups throughout the province. Born to Read bags of books and library resources are among the most requested. Mailings have gone to: Ayers Cliff, North Hatley, St. Paul's River, La Tabatière, Chevery, Harrington Harbour, Témiscaming, Sherbrooke, New Carlisle, Kegaska, Hopetown, Gaspé, On Island: books and other resources have gone to Dawson Community Centre, Edgewater and Roslyn Elementary Schools and Lindsay Place High School.
2. Gazette Raise-a-Reader Grant (2007)  
QFHSA has been chosen as one of the recipients of funds from the Montreal Gazette Raise-a-Reader campaign held on September 27, 2007, in downtown Montreal.
3. Geoff Kelley, MNA Jacques-Cartier, once again has donated \$500 to cover mailing costs. We are grateful for his continuing support for our literacy initiatives.
4. Donation-in-Kind – Tembec Paperboard Group. A generous donation of hundreds of National Wildlife Federation magazines for pre-school children. They have been distributed to daycares, community preschool groups and schools throughout Quebec.
5. June 25-27, 2007 Literacy and Libraries: Making it Work at the Centre for Literacy of Quebec at Dawson College. Dorothy Nixon and Marion Daigle were among 60 librarians

and adult literacy providers from across Canada, the U.K., USA and Australia. It was an intensive and informative institute sharing ideas and activities dedicated to bringing an egalitarian system of library services for all ages. A full report appeared in the September 2007 issue of the QFHSA NEWS.

6. Lindsay Place High School – Special Literacy Project  
Diana Donnelly, President of LPHS Home & School Association, and Marion Daigle are assisting the teachers with funding for resources to help selected Secondary 2 and 3 mainstream students who are experiencing reading difficulties. This is a very successful program. Students also volunteered to ‘hawk’ newspapers for the 2007 Gazette Raise-a-Read campaign on September 27. They were a hit!
7. January 27/08 – Family Literacy Day Many schools and communities hold literacy events during the week and on January 27. Edgewater, Roslyn and Mecatina schools held Born to Read celebrations during the week. Others hold events during the year.
8. Children’s Literacy Resource Guide
  - In 2007 four new topics were added:
    - √ *The Sticks and Stones of Cyberspace*
    - √ *Babies, Toddlers and TV*
    - √ *Teenagers and the Environment*
    - √ *Talking to Children about the Environment*

A CD 2007 was completed in November. The cost for either a print copy or CD is \$20 which includes shipping and handling.
9. Community Learning Centres (CLC)  
Harold Spanier, QFHSA liaison for the new CLC, works with the Literacy Committee on the CLC needs where literacy activity is concerned. Community Learning Centres include: Riverview (Verdun), Mecatina, Netagamiou and St. Paul’s River (Lower North Shore), Baie Comeau (North Shore), Gaspé-Percé (Gaspé).  
October 16 – Harold Spanier and Marion Daigle participated in a Lower North Shore telephone conference on a wide range of topics.
10. October 27 – Fall Conference workshop – Get a Head Start on Learning – Raise-a-Reader. Harold Spanier, Casey Stilwell (Edgewater) and Marion Daigle highlighted literacy awareness issues, science and media and how the *Children’s Literacy Resource Guide* can be used as an effective tool in a local membership campaign.
11. Community events, schools visits, etc.
  - March 28, 2007 Rotary Club of Westmount  
Marion Daigle was guest speaker on literacy.
  - April 1, 2007 Quebec Anglophone Heritage Summit  
Dorothy Nixon and Marion Daigle met many members of the multicultural community organizations with links to the anglophone community.

- April 28, 2007 – Boys Day Out – A community event in NDG for boys 8-12 and their parents. Organized by Pat (Lp) Camozzi, singer/songwriter/author, assisted by Harold Spanier from QFHSA.
- July 26, 2007 – Dawson Community Centre – Harold Spanier and Marion Daigle met with Barbara Lasky of the Moms & Tots program regarding Born to Read.
- September 2007 – Giant Book Sale – Le Faubourg, sponsored by the Centre for Literacy of Quebec. QFHSA was, once again, a recipient of a \$400 gift certificate towards the purchase of books. Books went to schools, community groups and as book awards at the Fall Conference. Donna Sauriol and Marion Daigle made the book purchases.
- September 26, 2007 – Atwater Library and Computer Centre. Marion Daigle represented QFHSA at the launch of the first of 4 satellite adult literacy collections sponsored by the Centre for Literacy of Quebec.
- November 8, 2007 – Bishop Whelan Elementary School. Marion Daigle met with Elisabeth-Ann Gimber, President of the Home & School Association, regarding a potential Born to Read project.
- November 19-23 – Canadian Children’s Book Week. Marion Daigle assisted with transportation for Toronto author Kristyn Dunnion to Edgewater School in Pincourt.
- November 20 – Zonta Scholarship Dinner. Marion Daigle represented QFHSA at the dinner given by this business and professional women’s organization.
- November 29-30 – QPAT Convention workshop sponsored by QFHSA *Motivating Boys through Music*, given by Pat (Lp) Camozzi, singer/songwriter/author, and assisted by Marion Daigle, linking boys and literacy to this music theme.
- December 7 – Information and Library Technologies Department, John Abbott College. Marion Daigle gave her annual literacy workshop to 19 enthusiastic students. An honorarium of \$100 goes to a librarian technician in schools under the English Montreal School Board.

12. Upcoming:

- April 7 – Springboards Conference sponsored by the Association of Teachers of English of Quebec (ATEQ). Anne MacWhirter and Marion Daigle will make a presentation on *Home, School, Community: Creating Connections*.

## **MEDIA RELATIONS & PUBLICITY**

Report to the Annual General Meeting – May 3, 2008

Submitted by Beverlee Bishundayal, QFHSA Secretary

Mandate: Responsible for coordinating the promotion of QFHSA events to the general public through various media outlets, producing the online newsletter - The QFHSA Download, and writing articles for the QFHSA News.

### Summary of Activities:

#### A. Online Newsletter

- The QFHSA Download is a seasonal online newsletter containing parenting tips and information available at: [www.qfhsa.org](http://www.qfhsa.org). This past October, the newsletter celebrated its one-year anniversary. Local associations have been encouraged to give out or post the newsletter in their school. Thank you to those who contributed this year.

#### B. QFHSA Publicity

- AGM 2007  
Media releases were sent out in mid-April regarding the winners of the Buzzell Award, Gordon Paterson Award, Lewis Peace Prize, and the Pat Lewis Humanitarian Award. The media releases were sent out to Montreal-area print, radio, and television outlets, as well as 28 community newspapers. An article was featured in The Gazette profiling Sherwood Forest Elementary's *Project Love Bug* that won the Lewis Peace Prize. The article also briefly mentioned the other award winners. The West Island Suburban featured an article about Margaret Manson Elementary School's *Compassion in Action* project that won the Pat Lewis Humanitarian Award.
- Executive Workshop – September 7<sup>th</sup>, 2007  
A workshop was given on media and publicity by Beverlee Bishundayal and Donna Sauriol. Themes discussed in the workshop included: contributing to the QFHSA News, school newsletters, press releases, and how to promote your local Home & School association effectively. The newsletter/publicity kit was distributed to the schools represented that evening.
- Fall Conference  
Media releases were sent out in mid-October to Montreal-area print, radio, and television outlets, as well as 28 community newspapers across Quebec highlighting the Keynote Speaker, Cathy Wing, of the Media Awareness Network who spoke about cyber bullying. An article about the conference was featured in the Bulletin d'Aylmer.

## MEMBERSHIP COMMITTEE

Report to the Annual General Meeting - May 3, 2008

Submitted by Marilyn Brownrigg and Barbara Schnider, Co-Chairs, Membership Committee

- Mandate:
- To promote, encourage, and assist Home and School Associations with membership activities.
  - To update membership kits and other materials designed to promote membership.
  - To offer training to membership chairs via the Executive Workshops and Fall Conference.
  - To visit local Home and School Associations and other schools interested in forming a Home and School.

### Executive Workshops/Fall Conference:

Executive workshops were held in September 2007 and membership chairs were invited to share ideas. Each membership chair received a membership kit at the workshop or by mail. At the Fall Conference the membership committee along with other Board of Directors members conducted an Executives' Workshop entitled *Dialogue, Diplomacy and Delegate*.

### Ongoing Projects:

- Contact Home and School Association executive members using the phone/email chain and the tracking lists provided by the QFHSA office.
- Evaluate the results of the new Group Affiliate membership initiative.
- Evaluate and update membership kits looking at relevancy, procedures, and number of documents.

Membership Fee: To remain at \$16.00 per family for 2008/2009.

### Results of 2007/2008 membership campaign:

Family Memberships (through local associations)	4,500
Individual Memberships (directly with QFHSA)	28
Local Home & School Associations	70
Group Affiliate Members	3

These applications to become new H&S associations were accepted by the Board of Directors: Jules Verne Elementary (Laval), New Richmond High School (Gaspé), North Hatley Elementary (Eastern Townships).

The following local associations dissolved: Pierre Elliott Trudeau (Gatineau), Riverdale High School (Pierrefonds), and Ecole Primaire Harwood (Vaudreuil-Dorion).

New Group Affiliate members: Vanguard School, Kegaska Governing Board, Quebec Music Educators Association.

## NOMINATIONS

Report to the Annual General Meeting – May 3, 2008

Submitted by Donna Norris (Past President), Chair

Mandate To receive nominations for, and to recruit qualified people to, the Board of Directors. The term of office for a Director is two years and every year one-half of the Board of Directors positions come up for election. The Board consists of 20 elected Directors, plus the Past President.

The first call for nominations was mailed to the local associations on December 1, 2007 with a deadline set for Friday, February 15, 2008. A second call for nominations was sent March 3. Nominees must be paid-up members in good standing. [QFHSA By-Laws Article VI, 4]. Nominations should be signed by at least two, and preferably three, persons from the Local Association and/or the QFHSA Board of Directors.

### Deadline

The deadline for receiving nominations to be voted on at the AGM is April 4, 2008. Nominations received after that date would be considered by the Board of Directors for appointment. (QFHSA Standing Rules Article VII, 3.)

### Officers of the Federation

According to our By-Laws [Article II, 2 (a)] “*The officers of the Federation shall be elected annually at the Annual General Meeting from among the Directors of the Federation.*” These positions can be nominated from the list of present Directors as well as from the list of newly-nominated Directors.

Nominees As of March 1<sup>st</sup>, the committee has received the following nominations:

#### Nominees for a Two-year term 2008/2010

Debi Brown	Oliver Cole	Barbara Schnider
Marlyn Brownrigg	Rickhey Margolese	Barbara Smith
		Leah Trineer

#### Current Directors completing the term 2007-2009

Beverlee Bishundayal	Anne MacWhirter	Mary Polychronas
Diana Donnelly	Carol Meindl	Brian Rock

There are, therefore, four vacant positions as Director for a two-year term and four vacant positions as Director for a one-year term.

### Committees

Committee chairs can be held by a Director **or a Resource person**. Volunteers are always welcome to participate on any Committee that interests them. Our most active Committees, at the present time, are: Education, Literacy, Membership, Home and School NEWS and Rights. Seasonal Committees are Constitution and Resolutions (as these are issues that arise at the Annual General Meeting).

**PALS (PARENTS ASSIST LEARNING AND SCHOOLING)**

Report to the Annual General Meeting – May 3, 2008

Submitted by Pat Waters, Coordinator/Resource

Mandate: PALS is a parenting workshop program that is offered to our member schools throughout the year. The first one is free, others cost a minimal amount. New workshops are also offered as they are developed and advertising is done through the QFHSA office.

Highlights:

Workshops and presentations that took place during the 2007-2008 school year are:

<b>DATE</b>	<b>NAME OF SCHOOL/GROUP</b>	<b>LOCATION</b>	<b>WORKSHOP TOPIC</b>
Jan. 8, 2008	St. Anthony's Elementary	Kirkland	Building Your Child's Self-Esteem
Feb. 4, 2008	Dunrae Gardens	Town of Mount Royal	Building Your Child's Self-Esteem
Feb. 25, 2008	Dunrae Gardens	Town of Mount Royal	An Approach to Positive Discipline
March 14, 08	QFHSA Executives Appreciation Dinner	Pierrefonds	Presentation on Parenting Education Workshops
March 17, 08	Dunrae Gardens	Town of Mount Royal	Victims, Bullies and Violence: What can parents do about it?
March 18, 08	Sherwood Forest	Beaconsfield	Victims, Bullies and Violence: What can parents do about it?
April 28, 2008	Sherwood Forest	Beaconsfield	Learning Styles: Help your child to be a successful learner



## QUEBEC COMMUNITY GROUPS NETWORK (QCGN)

Report to Annual General Meeting – May 3, 2008

Submitted by Donna Norris

This past year has seen many changes to this organization; it has also been a very busy one for the new QCGN board. As I have reported in previous reports the whole structure of the QCGN board has changed. It has been downsized to a Board of 13 from 23. Community representatives now represent the whole of the English Speaking Community instead of just their organizations.

The QCGN Head Office also moved from Quebec City to downtown Montreal. It is now located at 1255 University Avenue, corner of Ste-Catherine Avenue West.

At the Annual General Meeting in June, 2007, a new president of QCGN was elected: Bob Donnelly from the Voice of English speaking Quebec.

The following people make up the QCGN Board:

Bob Donnelly- President  
Heather Dickson – Secretary  
Martin Murphy – Past President  
Donna Norris – Director  
Jennifer Johnson – Director  
Roderick MacLeod – Director  
Ann Marie Powell – Director  
Kim Harrison - Director

Jane Needles – Vice President  
Michael van Lierop - Treasurer  
Anthony Dumas – Director  
Corine Desrosiers – Director  
Mitch Larivière – Director  
Mario Pasteris – Director  
Dennis Smith – Director  
Don Taylor - Director

Sylvia Martin-Laforge has been hired as the Director General and Joan Donnelly continues in her role as office manager. There are several other staff members who work very hard to stay on top of everything at the QCGN offices.

The By Laws have also been changed to accommodate the new structure as well as to permit membership expansion. At the AGM 2008 we have several new members to welcome.

The following briefs have been submitted over the last year;  
September 2007 – A Public Consultation on seniors living condition  
September 2007 – Immigration  
December 2007 – Reasonable Accommodation  
January 2008 – Consultations of Linguistic Duality and Official Languages  
January 2008 - Status of School Boards in Quebec

All briefs can be read in their entirety on the QCGN Web Site: <http://www.qcgn.ca>

Other interesting and noteworthy mentions:

The **Greater Montreal Community Development Initiative (GMCDI)** is a project that aims to mobilize community leadership around issues that affect the English-speaking communities of Montreal.

The QCGN created a **Youth Standing Committee** in this proactive approach of mobilizing the English speaking youth of Quebec communities. The diversity of our youth presents challenges. However, they are our greatest assets and need to be developed. The QCGN intends to create partnerships with governmental agencies, key stakeholders and community organizations to build the necessary infrastructure for the youth of the English speaking communities.

The **Executive Director Network** was also put in place where all member organizations that like to participate can do so. This network is crucial to networking information and receiving pertinent information that can be beneficial for all organizations.

### **The vitality of the English-speaking communities of Quebec Conference**

The weekend of February 29 to March 2, 2008, QCGN hosted a conference, with funding from Canadian Heritage, at the Université de Montréal. The theme was *Community Revitalization: Trends and Opportunities for the English-speaking Communities of Quebec*. Participants and speakers included former and current Commissioners of Official Languages Victor Goldbloom and Graham Fraser; provincial Minister of Immigration and Cultural Communities Yolande James; André Pratt of *La Presse*; Jack Jedwab of the Association for Canadian Studies; Professor Richard Bourhis, Director of the Centre d'études ethniques des universités montréalaises, the media, and many leaders of the English and French communities. Approximately 250 people attended. QFHSA was represented by Debi Brown and Rickhey Margolese. In addition, Donna Norris was there as a Director of QCGN and Brian Rock, a delegate from the North Shore Communities Association. A summary of the conference will be published in a book.

At the Annual General Meeting in June 2008 the QCGN will welcome additional members and these new members as well as the current members will have the opportunity to be nominated to the QCGN Board of Directors at the next AGM in 2009.

## **RESOLUTIONS/POLICY COMMITTEE**

Report to the Annual General Meeting - May 3, 2008

Submitted by the office

### Annual General Meeting 2008 – Proposed Resolutions (previously circulated to the local associations)

- |                   |  |
|-------------------|--|
| Resolution 2008/1 | Wider Access to English Education              |
| Resolution 2008/2 | Increased Funding for Libraries and Librarians |

### Resolutions 2007

Six resolutions were circulated to the Local Associations.

- |                   |   |
|-------------------|---|
| Resolution 2007/1 | QFHSA Mission Statement                                     |
| Resolution 2007/2 | The New Curriculum: High School Textbooks in English        |
| Resolution 2007/3 | New Curriculum – Financial Resources                        |
| Resolution 2007/4 | Retention of English Schools                                |
| Resolution 2007/5 | Firearms Control  |
| Resolution 2007/6 | Permanent Linguistic Voters List for School Board Elections |

The first resolution was considered as a *caucus of the whole* in order to involve everyone in the discussion. Resolutions 2, 3 and 5 were considered in separate caucuses and 4 and 6 were combined for caucus discussion.

There were no amendments to any of the resolutions themselves, but there were some added destinations.

### Disposition of 2007 Resolutions

Following the adoption of the resolutions at the Annual General Meeting, French translations were done and bilingual versions, with covering letters, were mailed to the appropriate destinations.

During the summer, President Debi Brown and Vice President Marlyn Brownrigg met with the new Associate Deputy Minister for English Education, Leo La France, to discuss some of our concerns.

The most significant reaction to our resolutions was to the one on Firearms Control. The Government of Quebec forwarded it to the Minister of Justice & Public Security. Reply from them was an in depth analysis of our resolution. Then, early in January, we received a very comprehensive reply from Stockwell Day, Minister of Public Safety, Canada. His response is being printed in the March 2008 issue of the NEWS.

Statement of Policy (as of 2007)

To be added from the resolutions passed at the 2007 AGM.

Refer to underlined sections for new additions.

- EDUCATION #36  
Adequate and sufficient funds and teacher training be allotted when curriculum is requirements (2007/3).
- EDUCATION #42  
Materials and teacher training be available as soon as new curriculum (2001/03); new curriculum be implemented only after textbooks have been approved and translated (2007/2).
- EDUCATION – SYSTEM #7  
Access for English-speaking residents within a reasonable distance in rural areas (1983/3; updated 1998/4); ensure all English speaking residents have access to current network of English schools within a reasonable distance (2007/04).
- EDUCATION – SYSTEM #22  
That there be a permanent linguistic voters list for School Board elections (2005/5); said list to be dependent on School Board attended by their children, and that the parents remain on this list after their children have finished their secondary education (2007/6).
- SAFETY #11  
Gun ownership is a privilege, not a right, and gun ownership should be linked to a rigid screening process; with improved mandatory program of education, military assault weapons be banned, all firearms be registered, sale of ammunition be controlled (2007/5).

## **RIGHTS COMMITTEE**

Report to the Annual General Meeting – May 3, 2008

Submitted by Brian Rock, Chair

### Mandate

QFHSA is concerned with the well-being of children and the cultural health of our community as a proper environment in which to raise them. Rights are not simply an abstraction. They define our obligations to and opportunities for our children. We, Home and Schoolers, have a history of pleading and defending the rights of all children and their parents. Parents should have the choice of the Official Language used in the education of their children.

### Members

Brian Rock (Chair), Barbara Milne-Smith (Secretary), Debi Brown (*ex officio*), Marion Daigle, Dr. Winifred Potter, Elizabeth Shannon, Rickhey Margoese, Nick Zaferis, Sam Allison, Bryden Murray, Chris Eustace, Michael Wiener, Jim Wilson.

## **RECOMMENDATION**

That the delegates to the 2008 AGM vote on:

Resolution 2008/1 *Wider Access to English Education*

### Activities

#### 1. AGM 2007

Two resolutions were presented by the Committee and were approved by delegates:

- 2007/04 *Retention of English Schools* - this was an update reflecting major school changes/closures.
- 2007/06 *Permanent Linguistic Voters List for School Board Elections* – in preparation for the November 4<sup>th</sup> school board elections.

#### 2. Bill 104 – Legal Defence Fund

On November 28, special speaker, Brent Tyler, legal counsel for families challenging “Bill 104”, described Bill 104 as the latest movement of the ‘yardstick’ in closing off every avenue to wider access to English education. The Rights Committee agreed to recommend to the QFHSA Board of Directors that a fund raising campaign be set up to give financial support to the 26 families who are seeking leave to appeal this law to the Supreme Court of Canada.

- Bill 104 Legal Defence Fund  
The Board of Directors agreed to a fund raising campaign. The committee then organized a mailing to the local associations and a special article for the March issue of the QFHSA NEWS.
- Montreal Gazette editorial – February 21, 2008 – *A Cause Worth Supporting* – announced its support for the QFHSA campaign.

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### Upcoming

- *Challenging Bill 104: Opening Up Partnerships* – a special Rights Committee meeting with other associations/organizations interested in offering their moral and financial support for these families.
- AGM 2008 – further information regarding the Bill 104 fund raising campaign will be forthcoming at the AGM.

### Other topics under discussion:

1. Three Year Plans of Allocations and Immovables
2. Deeds of Establishment
3. September 2008 – Graham Fraser, Commissioner of Official Languages, to meet with the Committee. This will be open to all Home and School members.

### **SAFETY/TRANSPORTATION**

Report to the Annual General Meeting – May 3rd, 2008

Submitted by Donald W. Smith, Chair

Mandate: Attendance at Executive and Board of Directors meetings; regular contribution of "Safety Scene" in the Quebec *Home and School NEWS*; report to Executive and Board of Directors meetings on current safety issues and preliminary study of possible emergency response project for schools.

### Activities:

- Continued monitoring of safety and transportation events as well as safety programmes was maintained.
- Regular contributions were made to the Safety Scene page of *Quebec Home and School NEWS* throughout the year.
- Presentation of a renewed gun control resolution at the 2007 Annual General Meeting.

*Will in 2008/2009, with the Board of Directors, review the mandate and the steps needed to be taken to ascertain that its mandate be fulfilled in the coming year.*

## AGM 2007

Report to the Annual General Meeting 2008

Submitted by the office

Mandate: It is the mandate of the AGM Arrangements Committee and the Events Committee to organize the Annual General Meeting and Conference in accordance with the timeline as defined in the QFHSA By-Laws and to organize the Awards Dinner.

Theme: The 63rd anniversary theme was *Home-School-Community: The Power of Belonging*.

<u>Arrangements:</u>	Coordinator	Debi Brown
	Book of Reports	Anne MacWhirter & Carol Ohlin
	Nominations	Barbara Smith & Directors
	Publicity	Beverlee Bishundayal
	Resolutions	Rickhey Margolese & Marion Daigle
	Membership Awards	Marlyn Brownrigg & Barbara Schnider
	Newsletter Awards	Donna Sauriol & Diane Radu
	Awards & Prizes	Pat Waters, Wendy Buchanan, Allan Locke, Barbara Milne-Smith
	Parliamentarian	Barbara Milne-Smith.

All members of the Board of Directors participate in planning and organizing the events.

Highlights: For the 4th consecutive year, the AGM was held at the Montreal Airport Hilton, Dorval.

1. Awards Dinner – Friday evening, April 27, 2007
  - a) Attended by 105 people including Directors, guests, award winners, and schools.
  - b) The Master of Ceremonies was Patricia Waters, Past President of CHSF & QFHSA.
  - c) The winners of the four major awards were:
    - The Leslie N. Buzzell Award – Rickhey Margolese. The award was presented by Helen Koeppel, a Past President of QFHSA and CHSF.
    - The Gordon Paterson Award – Susan Singer, nominated by Sherwood Forest H&S and presented by Christine Naccache.
    - Lewis Peace Prize – Maria de Souza & Project Love Bug, nominated by Sherwood Forest and presented by Joanie Beaubien Rossy.
    - The 2<sup>nd</sup> Annual Pat Lewis Humanitarian Award was given to the Margaret Manson Elementary School Community for Compassion in Action – raising funds for building a one-room school in Kenya and donation to the Spinal Muscular Atrophy Foundation.
2. Annual General Meeting & Conference – Saturday, April 28, 2007
  - a) Registration: 73 people, representing 27 Home & School Associations; others included Tarek Toni, QFHSA Advisor, Official Languages Support Programs, Department of Canadian Heritage; Directors, Past Presidents, guests, and staff.
  - b) Three schools attended from outside the Montreal area. – Baie-Comeau, Lord-Aylmer, New Carlisle.
  - c) Membership and Newsletter Awards were presented at the beginning of the meeting.
  - d) The business session passed six resolutions.
  - e) Election for the Board of Directors was held and Barbara Milne-Smith, Past President of QFHSA and Life Member of CHSF, conducted the Installation Ceremony.
3. Keynote Speaker

Maureen Morris, President of Quebec Provincial Association of Teachers, spoke on *The Power of Belonging*.

**EXECUTIVE WORKSHOPS – September 7, 2007**  
Report to the Annual General Meeting – May 3, 2008  
Submitted by the office

Mandate: To provide information to local association executive committee leaders on how to fulfill the responsibilities of their jobs; to distribute materials pertinent to their executive positions; to offer an opportunity to network and exchange ideas with representatives from other schools; to meet the Board of Directors and office staff; to visit the provincial office and to learn about the resources available to them and their schools.

The workshops for local association executive committee leaders were held Friday, September 7, from 6:30 to 9:30 p.m. at the QFHSA office. Twelve Montreal-area schools participated as well as the Board of Directors and office staff. The workshops were held in conjunction with a Board of Directors meeting the next day.

Following the welcoming introduction by President Debi Brown, the group divided into sections to discuss their different areas of interest and responsibility.

Workshops were given for presidents, treasurers, membership, school newsletters/publicity, and the Born to Read literacy program.

<u>Workshops</u>	<u>Moderators</u>
President	Diana Donnelly, QFHSA Director & President of Lindsay Place High School H&S
Treasurer/Finance	Oliver Cole, QFHSA Director & accountant Leah Trineer, QFHSA Executive Vice-President & Roslyn H&S, Treasurer & Membership
Membership	Marlyn Brownrigg, QFHSA Vice-President & Past President, Jubilee H&S; Barbara Schnider, QFHSA Director & Membership, Jubilee H&S
Publicity/Newsletter	Bev Bishundayal, Director Donna Sauriol, QFHSA Exec. Secretary & NEWS
Born to Read	Marion Daigle, Literacy Resource Anne MacWhirter, QFHSA Director & teacher



## FALL CONFERENCE 2007

Report to the Annual General Meeting - May 3, 2008

Submitted by the office

The 2007 Fall Conference was held at Roslyn Elementary School on Saturday, October 27. The theme was *Home School Community: The Power of Belonging*. Wanda Leah Trineer, Roslyn H&S and QFHSA Executive Vice-President, did a wonderful job in organizing the host school and the volunteers throughout the day. Principal Jim McMorran welcomed everyone to the conference.

There was an informal Friday evening hospitality at the Travelodge for out-of-town people, organized by President Debi Brown and the Directors from Western Quebec.

### Program

- Plenary session: Keynote speaker was Cathy Wing, Acting Executive Director, MNet: *Cyber Bullying: How to Encourage Ethical Online Behaviour*.
- 1<sup>st</sup> Set of Workshops: 10:30 – 11:45
  1. *What Being a Member of your Home & School Executive Means* - with Marlyn Brownrigg, QFHSA Vice-President; Barbara Schnider, QFHSA Director and Membership Chair at Jubilee H&S; Diana Donnelly, QFHSA Director and President of Lindsay Place High H&S.
  2. *Making a Difference* – Rickhey Margolese, QFHSA Resolutions Committee and Amanda Tweedie-Smith, Past President, Macdonald High H&S.
  3. *Peaceful Schools International* – Judy Grant, Regional Coordinator for PSI.
  4. *Parenting the Net Generation* - Cathy Wing, Media Awareness Network.
  5. *Helping Your Child Learn How to Make & Keep Friends* – Deb Kellman and Mona Segal, DM Family & School Services.
- Regional Councils 12:45 – 1:30 Five groups representing schools in different areas discussed topics of mutual interest and concern.
- 2<sup>nd</sup> Set of Workshops 1:45 – 3:15
  6. *Seven Habits of Highly Effective Families* – Don Rosenbaum, Past President, Association of Family Life Educators, Quebec
  7. *Get a Head Start on Learning Raise-a-Reader* – Marion Daigle, QFHSA Literacy Resource; Casey Stilwell, Membership Chair, Edgewater H&S; Harold Spanier, QFHSA Science Resource.
  8. *Parent-Teacher Interviews* – Jim McMorran, Principal, Roslyn School; Kathleen Timney, Mackay Centre teacher; Leah Trineer, QFHSA Exec Vice-President and Roslyn H&S.
  9. *Drug Wise Parents* – Donna Norris, Past President QFHSA, and program trainer.

### Registration

Attendance	111	plus displayers & Roslyn volunteers
Participating schools	37	
Participants from schools	89	
Displayers	20	
Others	2	

**EXECUTIVES APPRECIATION DINNER 2008**  
Report to the Annual General Meeting – May 3, 2008

- Mandate This annual event is hosted by the QFHSA Board of Directors to thank the dedicated volunteers in the local Home and School Associations. Each local association receives an invitation for two people to attend. The cost of the dinner is partially subsidized by QFHSA. This social evening is an opportunity to network in an informal setting and to exchange ideas. A guest speaker may be invited on a topic of interest to parents.
- Date This 7<sup>th</sup> annual dinner was scheduled for Friday, March 14<sup>th</sup>. Evaluation comments from previous years had suggested that it would be preferable to hold the event a bit later in the Spring, after Teacher/Staff Appreciation Week and the March vacation break.
- Venue For the first time the dinner was held at La Casa Grecque in Pierrefonds. The previous year it was held at Le Parchemin in downtown Montreal and before that at the Royal St. Lawrence Yacht Club in Dorval. It is hoped that by using a variety of locations it will encourage attendance from schools in different areas if transportation is a factor.
- Program This year's guest speaker was Patricia Waters, MEd., a parenting educator and past president of Canadian Home and School Federation and QFHSA. Since 1994 Pat has been a master trainer and workshop facilitator for the PALS workshops (Parents Assist Learning and Schooling.) Her excellent and humorous presentation was on *Parenting Workshops: Are You a Desperate Parent?*
- A "mixer" and word games/puzzles were organized by Anne MacWhirter with donated prizes for the winners.
- Attendance Thirteen schools were represented in addition to the Board of Directors and office staff.

## **TEACHER/STAFF APPRECIATION WEEK (T/SAW), February 10-16, 2008**

Report to the Annual General Meeting – May 3, 2008

Submitted by the office

### National Celebration – 21st consecutive year

“Teacher/Staff Appreciation Week is sponsored by the Canadian Home and School Federation to encourage parents and the wider community to recognize the important contributions, both personal and professional, made by teachers and school staff to the lives of children and their education. T/SAW lets them know that they are appreciated, that we want to work with them and that we are on the same team.”

### Theme

The theme for the 2008 National Teacher/Staff Appreciation Week was

*Teach – Learn. Reflecting...learning, knowledge, understanding, and partnerships among... Teachers/staff, parents, students, home and the school.*

Every school has dedicated teachers and school staff members such as secretaries, teacher assistants, nurses, bus drivers and custodians. T|SAW lets them know that they are appreciated; that we want to work with them and that we are on the same team.

### Materials

The Saskatchewan Association of School Councils, which is that province’s Home & School, coordinates the across Canada campaign. This year, like last year, due to budgetary concerns, Idea Files were not sent to the provincial organizations. The printable pdf Idea File and a great poster [Teach/with Learn reflected below it] that could be downloaded from their website at: [www.teacherstaffappreciation.com](http://www.teacherstaffappreciation.com)

The Idea File has ideas from across Canada, a sample week of events, a planning checklist and ideas on how to involve the community. A copy of the File was sent to every Home & School Association in Quebec.

### QFHSA NEWS

Schools were asked to submit a Participation Report and photos of their T|SAW activities for publication in the March/April issue of the NEWS. This is a good place to discover some exciting new ideas for your school for next year!

## **COMMUNITY LEARNING CENTRES (CLC)**

Submitted by Harold Spanier, CLC liaison

Your Federation is involved!

The CLC (Community Learning Centres) is a formal partnership of one or more schools, public or private agencies, and community groups, working together for the benefit of students, families and community, particularly for English language education and community development. The Québec-Canada Entente for Minority Language Education funds it within a three-year mandate.

One element is to drop video conference/ Internet technology into the CLC site. The technology is a tool to share innovation and opportunities. For example, distance learning and tele-health have potential to bring opportunities to the community.

As of this writing, there are about 22 Quebec CLCs in rural and urban communities.

It is believed that the presence in the community of a CLC results in strengthening community engagement, which leads to improved student learning, stronger families and healthier communities.

Surveys of Quebec CLCs indicates that they are interested in issues dealing with the family, and it has been envisioned that in the future, each CLC would have a family centre.

In November 2007, it was proposed that Quebec Federation of Home and School Associations be a lead partner to create a model for the family centre. It was suggested that we begin by offering a package of workshops. We would animate workshops and distribute the content to the CLC network using the videoconferencing technology.

## QUEBEC PROVINCIAL TEACHERS ASSOCIATION (QPAT) CONVENTION

Report to the Annual General Meeting - May 3, 2008

Submitted by Anne MacWhirter and Marion Daigle, Coordinators

November 29 – 30, 2007

1. November 29, 2007 Workshop – sponsored by QFHSA

*Motivating Boys Through Music*

Pat (Lp) Camozzi, singer / songwriter / author, entertained and informed teachers about the importance of boys and literacy, using the medium of music. Ten participants from both rural and urban schools came to this workshop. Marion Daigle, QFHSA Literacy Resource, introduced Pat, spoke about the QFHSA Literacy project and distributed information and resources.

2. November 29 – 30, 2007 Display Table

Anne MacWhirter and Marion Daigle once again organized the display table for QPAT. Board members Leah Trineer, Marlyn Brownrigg, along with Anne, Marion, Alan MacMillan and Donna Sauriol took turns greeting those who stopped by the table.

The table was stocked with current copies of the NEWS, copies of our brochures and selected topics from the *Children's Literacy Resource Guide*.

To entice people to stop at the table, we had a raffle basket of gifts which included books, candles etc. and a gift certificate for a Shiatsu massage, courtesy of Michael Daigle. The winner was a teacher at Riverview School, Port Cartier on the North Shore.

Many contacts were made as the volunteers explained the mission and work of Home and School (we also cleared up some misconceptions about "Home Schooling" being mistaken for Home and School).

## REGIONAL COUNCILS

Report to the Annual General Meeting – May 3, 2008

### Mandate

The purpose of Regional Councils as described in the 2003 edition of the *OFHSA Leadership Handbook*:

- The Regional Council is an opportunity to network with other Home and Schools in the same area.
- Regional Councils are a forum for Home & School leaders to share ideas, issues and concerns about their schools and school boards.
- It is a chance to exchange ideas on all kinds of topics that interest the group. Each Regional Council sets its own agenda.
- It opens the doors of communication between parents and their educational partners.

Five Regional Council meetings were held at the Fall Conference on October 27<sup>th</sup>.

### Lester B. Pearson School Board – Sector 3

The meeting planned for February 26<sup>th</sup>, to be hosted by Sherwood Forest Home & School, was postponed due to a snow storm. Another date will be scheduled for April.

### Gaspé Area Report

Submitted by Anne MacWhirter, Director and Area Rep.

We welcomed a new revived Home and School group in New Richmond this year. The executive is a keen one who sent two representatives to the Fall Conference. They were very impressed with the workshops and the whole mission of Home and School.

The two longtime locals in the Gaspésie continued to function for the good of their respective schools, New Carlisle and Shigawake, Port-Daniel. Regular meetings were held in each school. The executive committee worked with parents to fundraise to support the purchase of new software, outdoor sports equipment, donations towards playground structures, etc.

New Carlisle High School is planning a special event to recognize a charter member, Diane Sawyer – 50 years as a member of NCHS Home and School. Sadly, another founding member of that group passed away in February, 2008. Mr. Lorne Hayes was a recipient of the Paterson Award for his involvement in Home and School. He was always a staunch supporter of the Home and Schools on the coast. Tributes to Mr. Hayes appeared in the *Gaspé Spec* and the March issue of the Home and School *NEWS*.

All groups paid special attention to the staff during Teacher/Staff Appreciation Week. At NCHS, daily goodies were presented to the staff. These were much appreciated. Teachers received from the Eastern Shores School Board (ESSB) a stuffed Teddy with ESSB printed on it. School supplies were also given to staff members. Also, the staff enjoyed muffins, desserts and a fruit basket, compliments of the secretary and parents.

The libraries and bookrooms have been enriched with the continued support of the local Home and School groups. Thanks to Paul Bedford and Cathy Brown, Joanne Legouffe and their committees who continue to support the Home and School Federation.

