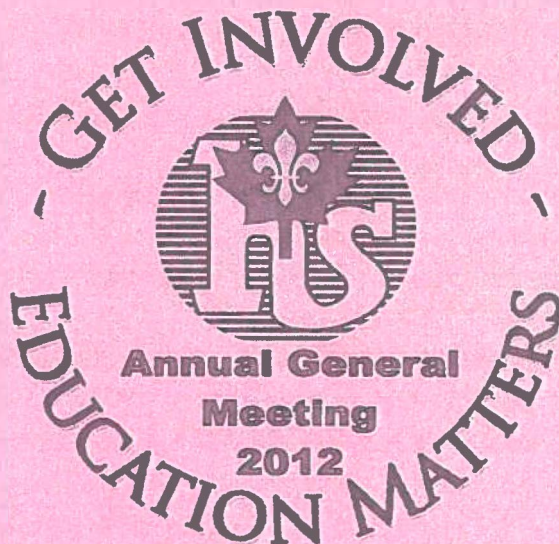


**QUEBEC FEDERATION OF
HOME AND SCHOOL ASSOCIATIONS INC.**



GET INVOLVED – EDUCATION MATTERS

2012 ANNUAL GENERAL MEETING

BOOK OF REPORTS

April 21, 2012

**Sheraton Airport Hotel
12505 Côte de Liesse
Dorval, Quebec**

Quebec Federation of Home and School Associations Inc.

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YEAR AT A GLANCE 2011 -2012

April 2011

- April 2 LBPSB CPC Parent Conference – QFHSA had a displayer’s table
- April 4 Announcement of Family Treasures winning essays
- April 6 Budget meeting
- April 7 Interviews for Editor’s position followed by an
AGM planning meeting
- April 9 5th & last YES workshop
- April 11 AGM meeting
- April 14 Meeting with new Editor, Lisa Fougere
- April 15 YES meeting
- April 21 Evelyn Castillo did a YES workshop for 65 high school students
at Riverdale
- April 30 67th Annual General Meeting – 3 new Board members elected &
new president: Liette Chamberland
Theme: Get Involved – Education Matters

May 2011

- May 5 Larry DePoe and Carol Meindl attended the CLC Annual
Conference
- May 9 YES wrap-up meeting with Evelyn Castillo, Carol Meindl, Mary
Skagos & Larry DePoe
Followed by editorial meeting with Lisa Fougere
- May 11 HR/Personnel meeting - Carol Meindl, Rickhey Margolese and
Liette Chamberland
Initial website meeting with Cathy McKeogh, webmaster
- May 14 QPAT Rally in Quebec City “Because we must meet the needs of
all children” – attended by Liette Chamberland & family
- May 24 Larry DePoe attended a 2 day conference “Visioning Process”
at Concordia University to develop a clearer direction on
community engagement
- May 25 Carol Meindl & Rickhey Margolese attended the 2nd 2011 CLC
CRC meeting.
Liette Chamberland participated in a QCGN Town Hall meeting
by phone
- May 28 1st Board of Director’s meeting
- May 31 QFHSA executive members attended probation meeting with
member Home and School

June 2011

- June 1-5 Rickhey Margolese attended CHSF AGM in Vancouver, BC
- June 2 YES meeting
- June 14 Board of Director’s meeting
- June 15 YES meeting
- June 16-18 Carol Meindl attended QCGN AGM
- June 20 Job Posting for an Office Assistant sent out
- June 22 YES meeting
- June 27 First Fall Conference meeting

June 30 Larry DePoe & Carol Meindl met to create a Strategic Plan for the QFHSA

July 2011

July Office closed for summer vacation – one month
July New computer & laptop bought and installed
July 5 Summer issue of QFHSA NEWS went out
July 6 Membership committee meeting

August 2011

Aug 9 Executive Meeting to discuss filling Executive Director position
Aug 11 Membership Meeting– updating documents
Aug 12 Server Transfer initiated
Fall Conference meeting
Aug 16 Meeting with Jacynthe Dallaire from The Learning Partnership
Aug 18 Server Transfer from Mediatribe to 1 and 1 completed
Aug 22 Website meeting
Aug 31 Larry DePoe and Carol Meindl attended a meeting in Ottawa on PCH Research Pre-Symposium on Minority Language Education

September 2011

Sept 1 Carol Meindl began as Executive Director at the QFHSA
Sept 2 Carol Ohlin's last day of her contract working in the office
Sept 9 New QFHSA website was unveiled
Sept 13 Membership committee went to visit Leonardo da Vinci elementary school to explain the benefits of being a Home & School
Sept 19 Sept issue of QFHSA NEWS went out to members
Sept 21 Liette Chamberland & Carol Meindl met with BFL insurance rep
Sept 23 Executive Workshops evening with workshops for Presidents, Treasurers and Membership chairs
Sept 24 Board of Directors meeting
Sept 28 3rd 2011 CLC CRC Meeting attended by Carol Meindl

October 2011

Oct 4 Carol Meindl, Liette Chamberland, and Larry DePoe went to meet with Kim Sheppard at Justice Canada
Oct 5 Carol Meindl attended the CRA information meeting at Université de Montreal
Oct 11 request for grant funding went out to MELS for 2011-12
Oct 14 Deadline for PCH grant application. Submitted by Carol Meindl (with Larry DePoe and Mary Skagos' help)
Oct 14 History/Archives committee chair, Marion Daigle, called a meeting to discuss archives funding. Was attended by Marion Daigle, Carol Ohlin, Mary Skagos, Rickhey Margolese and Suanne Stein Day
Oct 14 Geoff Kelley's office was made aware that we had not yet received our MELS funding and was looking into it

- Oct 19-20 Larry DePoe attended a two day conference in Quebec City on curbing the dropout problem
- Oct 21 Carol Meindl had a literacy meeting with the 2 co-chairs, Casey Stillwell and Kuljinder Kaur to ensure that they are aware of their obligations
- Oct 22 Board of Director's meeting – chaired by Carol Meindl in Liette Chamberland's absence – accepted Leonardo da Vinci's application
- Oct 25 Carol Meindl attended the QCGN Goldbloom awards dinner
- Oct 25 Carol Meindl & Larry DePoe had a meeting with Mario Regis from the Chagnon Foundation to discuss grant possibilities
- Oct 25 Rosalind Hoenig and Casey Stillwell attended the TD Canadian Children's Literature Award ceremony at the Mtl Museum of Fine Arts
- Oct 27 Editorial Meeting

November 2011

- Nov 8 Membership members attended first H&S meeting at our of our new locals, Leonardo da Vinci Elementary
- Nov 9 Mary Skagos, Carol Meindl, and Larry DePoe attended the 2nd annual Vocational Symposium
- Nov 10 Carol Meindl, our Executive Director, spoke at a gathering celebrating the 5th anniversary of CLCs
- Nov 12 QFHSA held its Fall Conference at Sherwood Forest Elementary with Suzanne Longpre from LEARN as keynote speaker
- Nov 17 shelving was installed in new Archives Room
- Nov 19 Liette Chamberland and Rosalind Hoenig attended a Focus Group discussion for the English-speaking community of Laval
- Nov 21 Rights Committee meeting was held at QFHSA office
- Nov 22 Education committee meeting
- Nov 24-25 QFHSA had a displayer's table at the QPAT conference
- Nov 26 Board of Director's meeting
- Nov 30 Meeting with Dynamix to review our partnership agreement

December 2011

- Dec 1 Membership meeting
- Dec 6 DM Family Services offered a free workshop on Anxiety at the QFHSA office
- Dec 7 Executive meeting
- Dec 12 December issue of QFHSA NEWS went out to the members
- Dec 13 Rights Committee meeting

January 2012

- Jan 10 Letters requesting articles for Special Edition of the NEWS on School Board Governance were sent out to specific individuals
- Jan 11 1st AGM mailing went out
- Jan 17 AGM meeting
- Jan 18 all 2011 charitable tax receipts were mailed out
- Jan 19 Literacy meeting

Jan 25 Carol Meindl attended a workshop at Frontier College on School Readiness and Family Literacy
 Jan 28 Board of Directors meeting followed by Directors' workshop by COCo
 Jan 31 Editorial Meeting

February 2012

Feb 2 Regional Council meeting held @ Birchwood Elementary
 Feb 3 AGM meeting
 Feb 7 DM Family Services gave a free workshop at the QFHSA office on Resolving Conflicts Peacefully
 Feb 8 Literacy Survey was sent out to all Presidents by the Literacy Committee
 Feb 8 Finance Meeting to create budget for 2012
 Feb 13-17 Teacher Appreciation Week
 Feb 14 Rights Committee meeting about school board governance with special guest: Frank Verrillo
 Feb 17 Resolutions committee meeting
 Feb 18 Board of Directors meeting
 Feb 28 AGM registration mailing went out

March 2012

March 8 Special Edition of the NEWS on School Board Governance was sent to all members
 March 8 Resolutions package mailed out to all H&S presidents
 March 14 Carol Meindl attended a CLC-CRC meeting
 March 16 Executive Appreciation Wine & Cheese event took place at LPBSB head office with guest speaker – Guy Vauban, Ethical facilitator
 March 17 1st YES workshop took place at Riverdale High School CLC with 6 other CLCs participating
 March 20 met with Strategic Learning Center to discuss possibility of a partnership
 March 22 Carol Meindl and Liette Chamberland met with our legal adviser Brian Sher to discuss our constitution and by-laws
 March 22 AGM meeting
 March 23-26 Carol Meindl and Liette Chamberland attended QCGN Community Priority Setting Conference
 March 23 Carol Meindl, Liette Chamberland and Larry DePoe attended a Gala evening hosted by QALL
 March 24 2nd YES workshop
 March 29 A brief on Bill 56 “An Act to prevent and deal with Bullying and Violence in Schools” was sent to the Commission de la Culture et de l'Éducation
 March 30 March issue of QFHSA NEWS went out to all members
 March 31 Board of Directors meeting
 3rd YES workshop
 QFHSA had a displayer's table at LBPSB 2nd annual CPC Parent Conference

GLOSSARY OF ORGANIZATIONS 2012

- AAESQ** **Association of Administrators of English Schools of Québec** www.aaesq.ca
Provincial organization representing administrators working for English-speaking school boards across Quebec
President: Mark Massarelli (Lester B. Pearson School Board)
Executive Director: Ron Silverstone
- ABEE/
CELA** **Advisory Board on English Education/ Commission de l'éducation en langue anglaise**
Chair: Cathrine Le Maistre
Contact: Lynn Travers (Secretary)
QFHSA parent-rep: Liette Chamberland
<http://www.mels.gouv.qc.ca/cela/default.htm>
- ADGESBQ** **Association of Directors General of the English School Boards of Quebec**
President: Mike Dawson (Western Quebec School Board)
- ATEQ** **Association of Teachers of English Quebec** <http://www.ateq.org>
President: Louise Bourque
- CSDM** **Commission Scolaire de Montréal** www.csdm.qc.ca
Largest French school board in Quebec
Présidente: Diane de Courcy
- CEQ** **Centrale des syndicats du Québec** www.csq.qc.net
Provincial union of the majority of French-speaking teachers of Quebec
- CHSF** **Canadian Home & School Federation**
The national federation composed of provincial Home and School Federations
President: Janet Walsh
QFHSA rep: Rickhey Margolese
<http://www.canadianhomeandschool.com/CHSF/Welcome.html>
- CLC** **Community Learning Centres (CLC)** <http://www.learnquebec.ca/en/content/clc>
Located in many English-speaking schools, these centres provide a range of services and activities, often beyond the school day, to help meet the needs of learners, their families, and the wider community. Their aim is to support the holistic development of citizens and communities
- CPC** **Central Parents Committee (at each school board)**
- CSEQ** **Conseil supérieur de l'éducation** (Superior Council of Education)
Advisory body to the Ministry of Education. Membership includes five commissions [primary, secondary, CEGEP, university and adult education]
President: Claude Lessard
www.cse.gouv.qc.ca

GLOSSARY OF ORGANIZATIONS 2012

- EPCA** **English Parents' Committee Association**
President: Jacques Therriault
<http://www.facebook.com/pages/English-Parents-Committee-Association-EPCA-Quebec/303759089872>
- FCPQ** **Fédération des comités de parents du Québec** www.fcpq.qc.ca
(Federation of Parent Committees for the province of Quebec).
FCPQ gathers members from parents' committees from 61 Quebec's school boards (2 parents from each parent committee)
Président: Gaston Rioux
Vice-president for English Affairs: James Sweeney
- FCSQ** **Fédération des commissions scolaires du Québec** www.fcsq.qc.ca
Federation of French School Boards of Quebec
Présidente: Josée Bouchard (Alma, Quebec)
- LEARN** **Leading English Education and Resource Network** <http://www.learnquebec.qc.ca>
Provider of educational services and support through e-learning initiatives to English-speaking communities of learners within Quebec
CEO: Michael Canuel
Director: Patrick Bérubé
- MELS** **Ministère de l'éducation, du loisir et du sport** <http://www.mels.gouv.qc.ca/>
The Ministry of Education of Quebec is the centralized body in Quebec which is responsible for developing and proposing educational policies throughout the province.
Minister: Mme Line Beauchamp
Assistant Deputy Minister, Services to the English-speaking community: Leo LaFrance
- PACTE** **Provincial Advisory Council of Teachers of English**
QFHSA rep: Marlyn Brownrigg
- PCH** **Patrimoine Canadian Heritage** <http://www.pch.gc.ca>
Government body responsible for national policies and programs that promote Canadian content, foster cultural participation, active citizenship and participation in Canada's civic life, and strengthen connections among Canadians.
- PPO** **Parent Participation Organization**
- QAHN** **Quebec Anglophone Heritage Network** www.qahn.org
Non-profit organization whose mission is to help advance knowledge of history and culture of English-speaking society in Quebec
- QALL** **Quebec Association of Lifelong Learning** <http://www.qall.ca>
A not-for-profit English-language lifelong learning association that supports those who support learners. It is located at Concordia University.

GLOSSARY OF ORGANIZATIONS 2012

President: Ilze Epnors
Executive Director: Mario Pasteris

QCGN **Quebec Community Groups Network** www.qcgn.ca
A provincial coalition of English-speaking organizations to contribute to the development and enhancement of the vitality of the English-language minority communities of Quebec.
Interim President: Noel Burke
Director General: Sylvia Martin-Laforge

QFA **Quebec Farmers' Association** www.quebecfarmers.org
Not-for-profit organization that defends the rights and advocates on behalf of the English-speaking agricultural community in Quebec

QFHS **Quebec Federation of Home & School Associations**
An independent non-profit organization made up of local associations of parents and volunteers active in the schools (one of the provincial organizations comprising the CHSF).
President: Liette Chamberland
<http://www.qfhsa.org> e-mail: info@qfhsa.org

QFHS Regional Councils
The councils are composed of the president (or delegate) from each local Home & School Association within a specified region. They meet two or three times a year to share ideas and discuss local concerns.

QPAT **Québec Provincial Association of Teachers** <http://www.qpat-apeq.qc.ca>
Association provinciale des enseignantes et enseignants du Québec (APEQ)
The provincial union for English-speaking teachers in Quebec
President: Serge Laurendeau

4-H **Quebec 4-H Association** www.quebec4h.com
Promote the personal development of youth in agricultural and rural communities

* * * * *

QESBA **Quebec English School Boards Association** <http://www.qesba.qc.ca>
Composed of members from 9 English boards in Quebec.
President: David D'Aoust (New Frontiers School Board)
Executive Director: David Birnbaum

CQSB **Central Quebec School Board** <http://www.cqsb.qc.ca>
Chairman: Stephen Burke
Director General: Marielle Stewart

EMSB **English Montreal School Board** <http://www.emsb.qc.ca>
Chairman: Angela Mancini
Director General: Robert Stocker

GLOSSARY OF ORGANIZATIONS 2012

ESSB	Eastern Shores School Board Chairman: Audrey Acteson Director General (interim): Howard Miller	http://www.essb.qc.ca
ETSB	Eastern Townships School Board Chairman: Michael Murray Director General: Ms. Chantal C. Beaulieu	http://www.etsb.qc.ca
LBPSB	Lester B. Pearson School Board Chairman: Suanne Stein Day Director General: Robert Mills	http://www.lbpsb.qc.ca
LITTORAL	Littoral School Board Director General : Lucy de Mendonça	http://www.csdulittoral.qc.ca/
NFSB	New Frontiers School Board Chairman: David D'Aoust Director General: Wayne Goldthorp	http://www.csnewfrontiers.qc.ca
RSB	Riverside School Board Chairman: Moira Bell Director General: Sylvain Racette	http://www.rsb.qc.ca
SWLSB	Sir Wilfrid Laurier School Board Chairman: Steve Bletas Director General: Robert Vallerand	http://www.swlauriersb.qc.ca
WQSB	Western Quebec School Board Chairman: Michael Chaisson Director Genral: Mike Dawson	http://www.wqsb.qc.ca/

QFHSA 68th ANNUAL GENERAL MEETING – April 21, 2012
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 one is available).
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 67th ANNUAL GENERAL MEETING
QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS INC.**
Held April 30, 2011 at the Sheraton Airport Hotel in Dorval

Registered and present during the 67th Annual General Meeting were 67 people including special guests:

Serge Laurendeau, President, Quebec Provincial Association of Teachers;
John Donnelly, President, Pearson Teachers Union;
Charles Taker, Liaison Officer, Office of the Commissioner of Official Languages;
Mona Segal, DM Family & School Service (QFHSA partner – had information table);
Corey Szwarcok, Dynamix (QFHSA partner – had information table);

The Saturday evening Awards Dinner was attended by 100 people, including special guests:

Serge Laurendeau, President, Quebec Provincial Association of Teachers;
John Donnelly, President, Pearson Teachers Union;
Marcus Tabachnick, former Chairman, Lester B. Pearson School Board;
Charles Taker, Liaison Officer, Office of the Commissioner of Official Languages;
Carolyn Curiale, Vice-President, Quebec English School Boards Association

There were 26 local Home & School Associations present. Local Associations with voting delegates were:

Baie Comeau H.S.	Hillcrest Academy	St. John Fisher Elementary
Beaconsfield H.S.	Lindsay Place H.S.	St. Patrick Elementary
Bonaventure Polyvalent	Macdonald H.S.	Thorndale Elementary
Dorset Elementary	New Carlisle	Westwood High School
Dorval Elementary	New Richmond H.S.	Wilder Penfield
Dunrae Gardens Elementary	Roslyn Elementary	Willingdon
Edgewater Elementary	Shawinigan H.S.	
Forest Hill Elementary	Sherwood Forest Elementary	
Gardenvue Elementary	Soulanges Elementary	
Grenville Elementary	St. Charles Elementary	

WELCOME AND INTRODUCTIONS

The meeting was chaired by the President, Carol Meindl. She welcomed everyone and introduced those at the Head Table: Sylvia Adams, Past-President of QFHSA and Life Member of Canadian Home and School Federation, serving as Parliamentarian; Brian Rock, Director, Speakers List; Rickhey Margolese, Executive Vice-President; Mary Skagos, Administrative Assistant, Recording Secretary.

Jennifer Bogart, Director and Time Keeper was also introduced (not at head table).

The remaining Directors were also presented to the delegates and thanked for their services: Debi Brown, Past President and Interim Treasurer; Rosalind Hoenig, and Liette Chamberland, Vice-President & Secretary. Wanda Leah Trineer and Suanne Stein Day, Interim Treasurer, arrived later in the day. Anne MacWhirter sent her regrets.

The President welcomed guests Charles Taker, Liaison Officer, Office of the Commissioner of Official Languages; Serge Laurendeau, President, Quebec Provincial Association of Teachers; John Donnelly, President, Pearson Teachers Union.

Regrets were sent from:

Tarek Toni, Advisor, PCH/Canadian Heritage;
Leo LaFrance, Assistant Deputy Minister, Ministry of Education, Leisure and Sport;
Linda Leith, President, Quebec Community Groups Network;
Janet Walsh, president of Canadian Home and School Federation (CHSF).

GREETINGS

Mr. John Donnelly brought greetings from Pearson Teachers Union. He also stated that though it was his first time at our AGM, he hoped that it would be the beginning of a long relationship. Mr. Leo LaFrance and Mrs. Janet Walsh, in their absence, sent written greetings from their respective organizations. Both letters can be found in the AGM kit.

MEMBERSHIP AND NEWSLETTER PRIZES

Membership awards were presented by Jennifer Bogart, Membership Chair, to 12 local associations. Newsletter awards, which were judged and chosen by Martha Farley, were presented by Liette Chamberland, Vice-President.

EXPLANATION OF AGM KIT

Carol Meindl, the president, gave an explanation of the documents included in the kit and explained how to use the voting cards. She mentioned that an evaluation form was included in the kits but that an evaluation form would also be sent out electronically following the AGM.

TRIBUTE TO DONNA SAURIOL

Sylvia Adams, past president of QFHSA and of CHSF, read a tribute to Donna Sauriol, QFHSA's long-time Executive Secretary, who passed away in December 2010. She also read quotes from messages that were received at the QFHSA when Donna passed.

GUEST SPEAKER

Serge Laurendeau, President of the Quebec Provincial Association of Teachers, was keynote speaker. Serge spoke about the importance of being involved in your children's lives at all levels. He spoke about the fact that every child is different and that we need to recognize their talents and capabilities. He encouraged everyone to spend time with their children exposing them to books, arts and sports. He stated that 40% of students have been victims of harassment and bullying and that we should try to be aware of any signs of distress. He gave examples of the many different ways that parents can be involved in their children's school. Serge told us that in international testing, our children score higher than others and he believes that is due to parental involvement.

Serge also spoke about the upcoming rally in Quebec City on May 14th and invited delegates to join them in Quebec City with their families. The rally is to ask the government to respond to children's needs, not just special needs children, but all children in Quebec.

AGM BUSINESS SESSION

The 67th Annual General Meeting was then officially called to order.

Debi Brown, Registration Credentials, reported that there were presently 26 Home & School Associations in attendance which fulfilled the requirements for a quorum.

1.1 Appointments & Procedures

Parliamentarian	Sylvia Adams
Recording Secretary	Mary Skagos
Speakers List	Brian Rock
Time Keeper	Jennifer Bogart
Credentials	Mary Skagos and Debi Brown
Scrutineers	Rickhey Margolese and Debi Brown
Steering Committee	Brian Rock and Rosalind Hoenig

MOTION: Jennifer DiMarco (Dorset)/ Barbara Schnider (Lindsay Place) to accept these appointments. **CARRIED**

1.2 Business & Parliamentary Procedure

Sylvia Adams briefly reviewed the Business Meeting Procedures described in the Book of Reports, page 7, and the principles of Parliamentary Procedure, pages 8-9.

2. ACCEPTANCE OF AGENDA

MOTION: Jennifer DiMarco (Dorset)/ Betty Skagos (Gardenview) to accept the agenda as presented. **CARRIED**

3. ADOPTION OF THE MINUTES OF 2010 AGM (Book of Reports, pgs 11-19)

MOTION: Barbara Schnider (Lindsay Place)/ Patricia Willis (Dunrae Gardens) to accept the 2010 AGM Minutes in the Book of Reports.

CARRIED

There was no business arising from the 2010 AGM Minutes.

4. PRESIDENT' S REPORT (Book of Reports, pgs 21-24)

President Carol Meindl spoke to some items in her report. She briefly spoke about the changes in the office, changes to the newsletter, the launch of the YES project and of Family Treasures. She also talked about the Brief that members of the QFHSA Rights Committee, in particular Rickhey Margolese, wrote and presented at the National Assembly in Quebec City against Bill 103. Weeks later, another excellent Brief was written by Marion Daigle and was presented to the Standing Senate Committee on

Official Languages. Carol mentioned that in the future, she would like to see more regional councils, more input from the locals and increased local participation at the Fall Conference and at AGM.

It was noted that on pg 23, where FCPQ is mentioned, it should be changed to EPCA.

5. **RIGHTS COMMITTEE** (Book of Reports, pgs 59-67)

a. *General – enrolment figures*

Brian Rock spoke to the report. He asked the delegates to look at the Student Enrolment Figures (yellow) that was provided to us from QESBA and to take note that since 2006-07, there has been a decrease of 10,000 students. These students have been lost to either the French or the Private School system. Serge Laurendeau mentioned that Mr. Charest wants English taught in Gr.6 in French schools and the English side will be requesting the same thing. It was suggested that the English School Boards need to figure out a way to reach those English parents who opt to not send their children to English school and to make them understand that their children can be bilingual yet remain in their own cultural environment. Brian spoke of Jim Wilson, his Rights Committee co-chair, and announced that Jim had resigned as co-chair.

b. *Bill 103 brief*

Rickhey then gave a report on the work that went into preparing the Bill 103 Brief. It can be found in the Book of Reports on pgs 61-64. A handful of Rights Committee members worked on it throughout the months of June, July and August. The Federation's position is explained under 4 headings. She then gave conclusions and recommendations.

c. *Senate Brief*

Marion Daigle spoke to the report on the Consultation with the Standing Senate Committee on Official Languages (Book of Report pgs 65-67). The presentation to the Standing Senate Committee focused on 4 points – Community Growth and Development, Wider Access to English Education, Official Language Minority Communities Support Programs and Accountability for the Funding of Minority Language Education and Second Languages Instruction. As a result of this presentation, 3 recommendations can be found on p.66 in the Book of Reports.

d. *History/Archives*

Marion Daigle referred to the document "History/Archives Checklist" which can be found in the folder. She explained the importance of keeping important documents such as records of meetings, newsletters, flyers, programs, etc. which tell the story of the significant contributions made by volunteers to the overall well-being of your local school and to the community at large.

6. **RESOLUTIONS REPORT** (Book of Reports, pg 57)

Rickhey Margolese reported on the disposition of the 2010 resolutions. She reminded the delegates that resolutions are the life-blood of the QFHSA and should come from the membership if the QFHSA is to be the true voice of parents. She cited the example of Resolution 2010-05 "Request to Ban Sale of Energy Drinks to Minors" which was

submitted by New Carlisle Home and School and once passed, was immediately picked up by the media as an important concern of parents.

a. **Disposition of 2010 Resolutions** (Book of Reports, pg 57)

All 6 resolutions were translated and bilingual versions, with covering letters, sent to their specified destinations. In a letter dated July 20th, 2010, the office of Michelle Courchesne, Ministre de l'Éducation, du Loisir, et du Sport, acknowledged receipt of the six resolutions.

Caucus Sessions on Resolutions

Rickhey Margolese explained that the caucus sessions help everyone to gain a greater understanding of the issues being addressed. She said to ask questions; give suggestions about follow up, etc. These sessions are an informal way of reaching a consensus. Destinations can be added and the resolution can be "wordsmithed," but the intent must not be changed.

There would be 2 sessions running simultaneously:

Session 1 – Resolution 2011-01; Session 2 – Resolutions 2011-02, 2011-03 and 2011-04 (all focused on children with special needs). After these sessions, there would be a nutrition break followed by the voting on the four resolutions.

MOTION: Amanda Tweedie-Smith (St. Patrick)/ Patricia Willis (Dunrae Garden) to recess the meeting until 3pm **CARRIED**

b. **RESOLUTIONS 2011 (kit)**

A simple majority is required to pass; the procedure for amendments was explained. Additions and/or changes to the destinations do not require an amendment.

(If there are proposed changes to the wording, these are indicated in *bold italics*.)

7. **VOTE ON RESOLUTIONS**

Resolution 2011/1 Funding for Libraries and Librarians

There were no amendments or changes to this resolution previously circulated

MOTION: Casey Stilwell (Macdonald High)/ Jacquie Patterson (Sherwood Forest) to adopt Resolution 2011/1. **CARRIED**

Resolution 2011/2 Special Education Services in Mainstream Schools

Editorial changes to the Therefore be it resolved:

BE IT RESOLVED that Quebec Federation of Home and School Associations Inc. request *that* the Minister of Education, Leisure and Sport, *provides* sufficient funding to school boards for support services and that ample training be made available to teachers in dealing with students with special needs.

MOTION: Anne Macdonald (Sherwood Forest)/ Linda Roach (Lindsay Place) to accept the amendment described above and adopt Resolution 2011/2.

CARRIED

Resolution 2011/3 Alternative Programs for Students with Special Needs

Editorial changes to the 2nd Whereas:

students with special needs are *comprised of* “at risk” students, students with handicaps, *students with* social maladjustments or *students with* learning disabilities; and
Editorial changes to the 6th Whereas:

the Quebec Education Act, Section 213 states that parents and guardians may exercise their right to request an inter-board agreement if *another school or specialized centre* better meets the needs of their child;

MOTION: Fiona Du Jardin (Forest Hill)/ Betty Skagkos (Gardenvue) to accept the amendment described above and adopt Resolution 2011/3. **CARRIED**

Resolution 2011/4 Students with Learning Disabilities and/or Learning Difficulties

Editorial change to the 1st Whereas:

WHEREAS too many ~~bright~~ students with learning disabilities or learning difficulties are failing to meet their potential and are falling behind their grade level; and

Editorial changes to the 2nd Whereas:

we know that ~~most many~~ of these children can *reach their potential* or can function at grade level when provided sufficient support; and

Editorial change to the 3rd Whereas:

The Quebec Charter of Human Rights and Freedoms guarantees the right of the child to a free education *and accommodation*; and

Editorial changes to the 1st Be it further resolved:

BE IT FURTHER RESOLVED that Quebec Federation of Home and School Associations Inc. urge that student teachers receive appropriate training and that classroom teachers must be provided with quality professional development to recognize the early warning signs of learning disabilities and/or learning difficulties so that they can recommend early and on-going testing and intervention. Classroom teachers must also be provided with professional development in order to teach and accommodate these students *within* specialized classes, *regular* classes or *within* groupings *of* students with special needs; and

Editorial change to the 2nd Be it further resolved:

BE IT FURTHER RESOLVED that Quebec Federation of Home and School Associations Inc. request the Minister of Education, Leisure and Sport to provide additional financial support for materials, resources and training for all personnel *involved*.

MOTION: Jen DiMarco (Dorset)/ Myrna Howatson (New Richmond High) to accept the amendment described above and adopt Resolution 2011/4.

CARRIED

8. EDUCATION COMMITTEE REPORT (Book of Reports pg. 45)

Liette Chamberland, Chair of the Education Committee, spoke to her report on page 45 and addressed the need for more members to join the Education Committee.

Serge Laurendeau announced that it would be his, and John Donnelly's, pleasure to serve as resource contacts to the Education Committee.

9. **CONSTITUTION / BY-LAWS** (Book of Reports pg. 44)
Liette Chamberland, Chair of Constitution & By-laws committee, spoke to her report. She explained that the revision to the Constitution and By-laws is in process and close to being complete. Once complete, it will have to be presented to the Board of Directors before it can be brought to the members.

10. **LITERACY COMMITTEE** (Book of Reports pg. 51-52)
Rosalind Hoenig, Literacy Chair, gave an overview of her report and explained that the literacy committee supported 2 main campaigns this year – Libraries and Born to Read. A literacy survey has also been prepared and will be sent out to the locals. Marion Daigle explained the Born to Read program and its accomplishments. Then she made a special presentation of a Born-to-Read bag to Rickhey Margolese who just became a grandmother.

11. **COMMUNICATIONS/TELEPHONE CHAIN REPORT** (Book of Reports pg. 41-43)
Jennifer Bogart, Communications Chair, spoke about all the changes that the QFHSA NEWS underwent this year. She made mention that the website will be going through a complete overhaul in the next few months. Jennifer also thanked the phone chain members who, under the supervision of Anne MacWhirter, kept contact with the locals throughout the year.

12. **CANADIAN HOME AND SCHOOL FEDERATION (CHSF) REPORT**
(Book of Reports pg. 39-40)
Rickhey Margolese, QFHSA Delegate, explained how the Canadian Federation functions and what they have been working on. She highlighted two points: She spoke about the fact CHSF is working on a petition calling for the creation of a Minister of State in Canada for Children and Youth. They have received a lot of positive feedback for this initiative. She also mentioned that CHSF passed a national resolution banning the sale of Energy Drinks to Minors.

13. **MEMBERSHIP COMMITTEE** (Book of Reports, pg 53-54)
Jennifer Bogart, Membership Chair, thanked Marlyn Brownrigg and Barbara Schnider for all their work over the past year. She extended a welcome to all the Home & School associations who came on board over the past year. She also reminded the members of the increase to the membership fee, from \$16 to \$18, which will come into effect in Sept. 2011. Regional councils were also discussed and the goal to have more in the upcoming year.

14. **ADMINISTRATION REPORT** (Book of Reports, pg 37-38)
Rickhey Margolese, chair of this committee, explained that the Administration/Office Services/Personnel takes care of running the office. They are responsible for all

employees, equipment and technologies. The office has faced a lot of challenges this year and changes are ongoing. Many thanks to Carol Ohlin who stepped in to help when we lost one of our office employees. We have just hired a new editor for our NEWS and there are plans to hire an office assistant. Also it was mentioned that Chairs to our various committees need to be found amongst our members and to have Directors be liaisons to those committees.

15. FINANCE COMMITTEE REPORT (Book of Reports pg 46)

Suanne Stein Day, Treasurer, thanked Debi Brown, who had served as Interim Treasurer this past year, for all the time and hard work she put in re-doing our Chart of Accounts and updating our Simply Accounting.

a. 2010 Financial Statement and Auditor's Report (pg. 25)

MOTION: Jacquie Patterson (Sherwood Forest)/ Amanda Tweedie-Smith (St. Patrick) to accept the 2010 financial statements and the Auditor's Report.

CARRIED

b. Proposed Budget 2011-12 (pg. 47)

Suanne Stein Day, Treasurer, presented the Financial Statement and Proposed 2011-12 Budget. She answered the various questions put to her by the delegates. An inquiry was made regarding whether our membership fees make up the bulk of our funding but Suanne Stein Day answered that they only make up 30% of our funding. The rest comes from grants from Canadian Heritage and MELS.

MOTION: Agnes Blais (New Carlisle)/ Jacquie Patterson (Sherwood Forest) to accept the proposed 2012 budget

CARRIED

(1 abstention)

c. Re-Appointment of Auditor for 2011 – Verelli Arrizza

MOTION: Patricia Willis (Dunrae Gardens)/ Linda Roach (Lindsay Place) to re-appoint Verelli Arrizza as auditor for the QFHSA for the year 2011. **CARRIED**

REPORTS

Carol Meindl, President, now called for a motion to accept all the reports presented from the Book of Reports so far en bloc.

MOTION: Casey Stilwell (Macdonald HS)/ Marlyn Brownrigg (Lindsay Place) to accept all reports presented so far, except Nominations report, "en bloc" **CARRIED**

16. NOMINATIONS REPORT (Book of Reports pg 55)

Debi Brown, Director, got up to present the Nominations Report and conduct the Election of the Board of Directors for the year 2011-12. Before beginning though, she took a moment to encourage the delegates to please consider joining one of the many committees at the provincial level and make a difference.

a. Special motions concerning Constitution and Bylaws

Special Motion # 1 - Brian Rock, who has served 5 consecutive terms as a Director on the Board, would like to serve another 2 yr term. According to our By-laws, this is not permitted but in this situation, it is desirable and in the best

interest of the QFHSA as his knowledge and experience is needed to support the new Board of Directors.

MOTION: Marlyn Brownrigg (Lindsay Place)/ Jacquie Patterson (Sherwood Forest) to accept Special Motion # 1 **CARRIED**

Special Motion # 2 – Rickhey Margolese, who has served a 2 yr term as Executive Vice-President, would like an additional two year term. According to our By-laws, this is not permitted but in this situation, it is desirable and in the best interest of the QFHSA to bring continuity and support to the new Board of Directors.

MOTIONS: Agnes Blais (New Carlisle)/ Patricia Willis (Dunrae Gardens) to accept Special Motion # 2 **CARRIED**

b. *Election of Directors/Officers*

Three (3) Directors will be completing the second year of a 2 year term.

Current Directors completing 2nd year of term 2010-2012

Jennifer Bogart Wanda Leah Trineer Rosalind Hoenig

Eight (8) individuals are up for election of a 2 year term. Each individual took a few minutes to address the delegates.

Concerns of conflict of interest were expressed regarding the nomination of Suanne Stein Day, who also currently serves as chairman of LBPSB, but our Constitution and by-laws were consulted and there does not seem to be an issue. Historically, Suanne would not be the first school commissioner/chair to serve as a Director on our Board. We are, and will continue to be, a non-partisan organization.

Nominations for a two-year term, 2011 - 2013

Brian Rock	Rickhey Margolese	Suanne Stein Day
Amanda Tweedie	Liette Chamberland	Lawrence DePoe
Vera Young	Carol Meindl	

MOTION: Patricia Willis (Dunrae Gardens)/ Linda Roach (Lindsay Place) to declare that these individuals are nominated to the Board of Directors

CARRIED

MOTION: Jennifer Di Marco (Dorset)/ Tracey Clayton-Roth (Westwood) to declare Nominations closed. **CARRIED**

MOTION: Beverley Hynes (Westwood) / Agnes Blais (New Carlisle) to declare the nominees elected to the Board of Directors **CARRIED**

(2 abstentions)

MOTION: Connie De Giorgio (Dunrae Gardens)/ Jacquie Patterson (Sherwood Forest) to accept the following slate of officers as presented:

President	Liette Chamberland
Executive Vice President	Rickhey Margoese
Vice-President	vacant
Vice-President	vacant
Treasurer	Suanne Stein Day
Secretary	vacant

Carol Meindl – Immediate Past President (Not elected)

Note: After nominations were done, a nomination was brought up from the floor by Connie De Giorgio (Dunrae Gardens). Connie nominated Patricia Willis for a one year term. The nomination was seconded by Marlyn Brownrigg (Lindsay Place). Patricia accepted the nomination and briefly introduced herself to the delegates. Seeing as nominations were closed, this nomination will be brought to the next Board of Directors meeting.

c. Installation of Board of Directors for 2011-2012

Sylvia Adams, Past-President of QFHSA and Life Member of Canadian Home and School Federation, installed the Board of Directors for 2011-12.

ADJOURNMENT The meeting was adjourned at 5:15 p.m.

Carol Meindl, President

Liette Chamberland, VP & Secretary

Date

Date

PRESIDENT’S REPORT 2012

Report to the Annual General Meeting - April 21, 2012

Submitted by Liette Chamberland, President

Theme: The theme for 2011-12 was **Get Involved- Education Matters!**

The Executive of the QFHSA for the year 2011-2012:

President	Liette Chamberland
Executive Vice-President	Rickhey Margoese
Vice-President	Lawrence DePoe
Vice-President	Jennifer Bogart
Treasurer	Suanne Stein Day
Secretary	Rosalind Hoenig

Directors:

- Brian Rock
- Vera Young
- Amanda Tweedie Smith
- Leah Trineer
- Patricia Willis

Immediate Past President:

Carol Meindl, Executive Director

Main Activities: In 2011-12, we held 7 Board meetings from May 2011 to March 2012. In addition to attending to the regular business of running the organization, the Board members organized and attended the Annual General Meeting, Post AGM Meeting, Executive Workshops, Annual Fall Conference and the Executive Appreciation.

A variety of workshops, forum and focus groups were attended by Directors.

In addition, Standing and regular Committees held meetings.

Committees: The various committees were diligent in pursuing the issues and concerns of the local associations. Please see the respective reports in this book for a summary of their activities.

Executive	Liette Chamberland, Chair
Finance	Leah Trineer, Chair
Administration/Office Services-Personnel	Rickhey Margoese, Chair
Rights and Education	Brian Rock, Co-Chair
	Larry DePoe, Co-Chair
Literacy	Kuljinder Kaur Magee, Co-Chair
	Casey Stilwell, Co-Chair
Membership Development	Jennifer Bogart, Co-Chair
	Leah Trineer, Co-Chair
Communications	Jennifer Bogart, Chair
Editorial	Lisa Fougere, Chair
Resolutions	Rickhey Margoese, Chair

Nomination

Leah Trineer, Co-Chair
Rosalind Hoenig, Co-Chair
Patricia Willis, Chair
Rickhey Margolese, Chair

Annual General Meeting
Constitution/By-Laws

Other activities:

- May 2011:
 - May 14, 2011, representatives of the QFHSA attended the Quebec Provincial Association of Teachers (QPAT) rally on *Integration* in Quebec City
 - The QFHSA participated in a web conference with Quebec Community Group Network (QCGN) in regards of the Priority Setting Steering Committee
- June 2011:
 - In June, Rickhey Margolese attended the Canadian Home and School Federation(CHSF) Annual General Meeting in British Columbia representing QFHSA
 - Marion Daigle was contracted for one year to work on the History and Archives of the QFHSA
- September 2011:
 - QFHSA held its annual Executive Workshops
 - **RECOMMENDATION: That the Executive Workshop be made available to the members bi-annually with a workshop in June and another in September**
 - QFHSA Board of Directors is moving from an administrative board to a policy board in order to provide better services, better supports and better resources to its members
 - **RECOMMENDATION: To send a survey to all members to ask them what services, resources and supports they need**
 - The QFHSA Strategic Plan was adopted in principal
 - Carol Meindl resigned as a Director of the QFHSA
 - Carol Meindl was hired as Executive Director
 - Executive Director and President met with the insurance company BFL Risque et Assurance Canada to discuss insurance coverage details.
 - **RECOMMENDATION: That the liability insurance be reviewed yearly.**
 - QFHSA's website has been redesigned and updated.
- October 2011:
 - Meeting was held with Mrs. Sheppard of Justice Canada to discuss the possibility of a new project addressing citizenship and responsibility.
 - Director Larry DePoe attended a 2-day conference in Quebec City on school dropout issues and student retention
 - Marlyn Brownrigg was appointed QFHSA representative to Provincial Advisory Council of Teachers of English (PACTE)
 - Executive Director attended the Victor Goldbloom Awards ceremony on behalf of the QFHSA

- November 2011:
 - QFHSA tended a kiosk at the QPAT convention, providing information on Home and School
 - Executive Director and President were invited to attend the opening plenary session at QPAT convention
 - Executive Director and Vice-President Larry DePoe attended a consultation with QCGN's Priority Setting Steering Committee to discuss our organization's priorities.
 - Board Secretary and President attended a Focus Group discussion for the English-Speaking Community of Laval and participated in the discussion on Education. The NPI-Laval AGAPE, was mandated by the INSPQ-Institute National Santé Publique du Québec (MSSS), to organize a Forum with focus groups on the themes that are a major importance for the English-speaking community of Laval. It was an excellent opportunity to exchange ideas about the services that are available
 - A review and update of the office administration was put in place in the form of a Human Resources Handbook. The Directors' and Leadership's Handbooks are underway and should be ready within the next year.
 - Marlyn Brownrigg attended a PACTE meeting
 - Executive Director spoke at the CLC's 5th anniversary where they also celebrated the opening of 14 new CLC centers
 - Executive Director, Vice-President Larry DePoe, and Mary Skagos attended the 2nd annual Vocational Symposium at the Sheraton Airport Hotel
 - Executive Director and Vice-President Larry DePoe met with Mario Regis of the Chagnon Foundation to discuss a proposed School Readiness project.
- January 2012:
 - Resignation of Amanda Tweedie Smith as Director
 - Human Resources handbook completed.
 - Evaluation and renewal of a one year contract with Newsletter Editor Lisa Fougere.
 - Directors' Training with COCo
- March 2012:
 - School Board Governance Special Edition was mailed to the membership and distributed electronically.
 - Executive Appreciation Wine and Cheese event
 - Executive Director and President met with QFHSA's attorney Brian Sher in regards to the Constitution and By-Laws
 - Executive Director, Vice-President Larry DePoe and President attended the Quebec Association of Lifelong Learning Gala Awards ceremony (QALL)
 - The QFHSA was one of 23 community organizations that participated in focus groups to discuss concerns regarding a variety of themes: Access to Health and Social Services, Seniors, Mental Health, Youth, Education, Social and Community Life, Economy and Environment. The discussions have been recorded and will be analyzed by the INSPQ and Concordia University students and the results will be presented at the follow-up event scheduled for Fall 2012.
 - A brief on Bill 56 , *An Act to prevent and deal with Bullying and Violence in Schools* was sent to the Commission de la Culture et de l'Éducation.

ADMINISTRATIVE/OFFICE SERVICES-PERSONNEL COMMITTEE

Report to the Annual General Meeting - April 21, 2012

Submitted by Carol Meindl/Rickhey Margoese

Mandate:

- To oversee the office, technology, equipment/supplies, contracts, etc.
- To oversee Human Resources - hiring, contracts, evaluations, and staff meetings etc.
- To submit written reports of the activities to the Board of Directors, including recommendations when appropriate.
- To oversee the organization of the various committees of the Federation, including finding chairpersons.

Members:

Rickhey Margoese (Chair), Leah Trineer (Director), Carol Meindl (Executive Director), Suanne Day (Treasurer), Liette Chamberland (President), Jennifer Bogart (Director)

Activities:

- Reorganized the committees to take into account and accommodate the small size of the Board in 2011-2012.
- Restructured office personnel to reflect the needs of QFHSA.
- Began process of hiring a new Editor for the QFHSA NEWS
- Began process for hiring a part time Executive Director
- Began process for hiring an Office Assistant

Administrative changes: There were some changes in administration this year. The committee mandates were reviewed and were re-organized into the current committee structure:

Executive	Chair	Liette Chamberland
Finance	Chair	Leah Trineer
Administration/Office Services-Personnel	Chair	Rickhey Margoese
Nominations	Co-Chairs	Leah Trineer/ Rosalind Hoenig
AGM	Chair	Patricia Willis
Literacy	Co-Chairs	Casey Stilwell and Kuljinder Kaur
Board Liaison		Rosalind Hoenig
Communications	Chair	Jennifer Bogart
Editorial	Chair	Lisa Fougere
Membership Development	Co-Chairs	Leah Trineer/Jennifer Bogart
Rights/ Education	Co-Chairs	Brian Rock/Lawrence DePoe
Resolutions-Policy	Chair	Rickhey Margoese
Constitution-Bylaws/ Standing rules	Chair	Rickhey Margoese

Staffing Changes:

Many thanks to Mary Skagos for her dedication in making sure everything got done in the office until an Executive Director was added to the staff. Many thanks also to Carol Ohlin for lending a hand and helping to keep things on track. The situation in the office was re-evaluated and the decision was made to hire an Executive Director and not an Office Assistant.

QFHSA Office Staff 2011-2012:

Mary Skagos	Administrative Assistant, current
Carol Meindl	Executive Director

Contract workers:

Lisa Fougere	Editor, QFHSA NEWS
Marion Daigle	Archives

Board of Director Changes:

In January 2012, Amanda Tweedie Smith resigned from the Board. A leave of absence from Board of Director duties was requested by Jennifer Bogart and granted in February 2012. In August of 2011, Carol Meindl resigned from the board and accepted the offer of the position of Executive Director, part time.

Board of Directors 2011-2012:

Liette Chamberland	President
Carol Meindl	Past President, Executive Director
Rickhey Margolese	Executive Vice-President, Resolutions & Policy Administration/Office Services-Personnel Chair
Suanne Day	Director, Treasurer
Leah Trineer	Director, Finance Chair, Membership Co-Chair
Liette Chamberland	Vice-President, Education, Constitution-Bylaws-Standing Rules and AGM-Nominations Chair
Brian Rock	Director, Rights/ Education Co-Chair
Vera Young	Director
Patricia Willis	Director
Rosalind Hoenig	Director, Literacy Liaison
Jennifer Bogart	Director, Communications Chair and Membership Co- Chair
Amanda Tweedie Smith	Director - resigned in January 2012

RECOMMENDATION:

The Administrative/Office Services-Personnel Committee recommends that the QFHSA develop an awareness campaign that will encourage participation from the membership on Federation level committees and the Board of Directors and harness the skills and leadership qualities of our local associations to ensure the continuance of the strength and value of the QFHSA.

EXECUTIVE DIRECTOR'S REPORT

Annual General Meeting - April 21, 2012

Submitted by Carol Meindl, Executive Director

The duties of the QFHSA Executive Director are varied and include such responsibilities as advising the Board of Directors, managing the office, fostering community relations, securing adequate operational funding, approving expenditures and managing human resources as well as developing new projects.

As such, the following report highlights some of the activities as Acting E.D. over the past year, April 1, 2011- August 31, 2011 and as E.D. from September 1, 2011 - March 31, 2012:

Funding activities - It is the Executive Director's responsibility to write the grant applications for core and project funding and to provide reports on the activities and results achieved.

- **Patrimoine Canadian Heritage (PCH) program funding-** The grant application to PCH for Program funding was submitted on October 12, 2011. Announcement will be made in May 2012.
- **Patrimoine Canadian Heritage (PCH) Project Funding-** The grant application to PCH for Project funding for the *From Home to School* project was submitted also on October 12, 2011. Announcement was made in April that project funding was not forthcoming.
- **Ministère de L'Éducation, du Loisirs et du Sport (MELS) program funding** - A grant application for Program Funding was submitted to MELS in October of 2010 for the fiscal year 2010-11. Although acknowledgment was received of the request, due to an error in the application, no funding was received. A subsequent grant application was written in October of 2011 for the fiscal year 2011-12. No acknowledgment of the application was received but positive notice arrived in January 2012 and funding for the year 2011-12 was received.

Representation - One of the duties of the Executive Director is to represent the QFHSA at various functions and community tables and act on their behalf, such as:

- **The Quebec Community Groups Network** - VP Lawrence DePoe became the QFHSA representative to the QCGN and the Executive Director joined the QCGN E.D. Network. Both were actively involved in the QCGN Roving Consultations that aimed to determine the priorities of the English Speaking Community of Quebec. The QCGN held a Strategic Priority Forum March 23-25, 2012 and was attended by the E.D. and President Liette Chamberland. See QCGN report in Book of Reports.
- **Community Learning Centers Resource Committee** - The E.D., along with Directors Rickhey Margolese and Lawrence DePoe, served on this committee to help promote the use of the Quebec Community Learning Centers Network (The

Family Treasures, From Farm to Fork and the Youth Exploring Science projects came from this committee activity).

- National and Regional Meeting of the Coordinators for the implementation of section 41 of the Official Languages Act, a joint initiative of QCGN and Canadian Heritage was held in Ottawa. The conference aimed to foster interdepartmental communication, pursue dialogue and identify avenues of collaboration with the English-speaking community.
- The Executive Directors Network of the QCGN member organizations formed an E.D. Steering Committee and has mandated the QFHSA Executive Director to represent them at the Membership Committee table of the QCGN. In this capacity it is hoped that the E.D.s can play a significant role in the definition of membership with the QCGN as well as the terms, rights and responsibilities inherent in that membership.

Special Projects The Executive Director, along with Directors, was involved in the planning and execution of several projects over the past year:

- Youth Exploring Science (YES) - The E.D. coordinated the second part of the Youth Exploring Science activities with Lawrence DePoe and Evelyn Castillo of Live Stuff Inc. Forty-five (45) young people, representing 7 schools from across Quebec - from Grosse Isle in the Gulf of St Lawrence to Pope Memorial in the Eastern Townships - learned the fun of doing science together through the video-conferencing network. It has been a great success, with an excellent potential for growth. (See separate report) We will make every effort to offer this program again in 2012-13 and expand it to include the on-island Home and School associations as well.
- From Farm to Fork - This essay project was launched at the end of March 2012 as part of Nutrition Month. Students will learn about where food comes from, how it is grown, harvested and how far it travels. This project is in collaboration with Quebec 4-H, Quebec Farmers Association and Community Learning Centers. It will help build awareness in students (and their parents) of the value of the food we eat, the different cultures in which we live and it can help to foster community development.
- From Home to School - This pilot project is under development and will address the need for children to be kindergarten-ready before they start school, socially and physically as well as academically. Parents are often a child's first and best teacher. This project will encourage parents to take the responsibility to prepare their children for school and gives parents practical strategies to do so.

Office Activity - The Executive Director played an active role in the planning of, plus the preparation of materials for, various annual events including Fall Conference, AGM, in-house workshops, QPAT Convention and the Executive Appreciation Wine and Cheese Evening.

Continuing Education The Executive Director occasionally participates in continuing education activities to improve skills and knowledge such as:

- Canada Revenue Agency Charity Information Seminar in order to keep up to date on the rules and regulations that apply to charitable activity.
- Service Canada Project writing to improve grant writing skills.
- Vocational and Technical College Symposium to be further educated on the opportunities that vocational/technical careers can offer students as an attractive and desirable alternative to university.
- Disaster Recovery - Youth Engagement seminar- to explore ways to engage youth in citizenship and community responsibility.
- Simply Accounting basics at Canada College.

Membership activities - Additional duties of the E.D. at QFHSA is to coordinate membership activity and information. To this end, the E.D., along with the Administrative Assistant, answered inquiries and tracked membership information (membership lists, fees, registrations) from local associations as well as advised non-member schools considering formation of new Home and School Associations.

Board and Committee Activities

Strategic Plan - The Executive Director, along with VP Lawrence DePoe, by request of the Board, examined the annual activities of the QFHSA and consolidated the data into four fundamental objectives and determined the means by which the Board at the provincial level and the associations at the local level can meet those objectives. For more information, the Strategic Plan/ Division of Responsibilities can be found on the QFHSA website.

The E.D. served as advisor with the following Standing Committees: Rights/Education, Literacy, Communications, and Finance

The Executive Director would like to extend a sincere thank you to the QFHSA Board of Directors for their involvement in various project activities and expresses a special thank you to Administrative Assistant, Mary Skagos for all her office support.

RIGHTS AND EDUCATION COMMITTEE

Report to the Annual General Meeting – April 21, 2012

Submitted by Brian Rock, Co-Chair

Mandate:

QFHSA is concerned with the well being of children and their cultural health as a proper environment in which to raise them. QFHSA is responsible for maintaining and developing education policy as defined by the Mission Statement. Rights are not simply an abstraction. Rights define our obligations to our children. We, Home and Schoolers, have a long and proud history of pleading and defending the rights of children and their parents. Parents should have the choice of the Official Language used in the education of their children.

Committee Members:

Lawrence Depoe (co-chair), Brian Rock (co-chair), Liette Chamberland (*ex-officio*), Carol Meindl (executive director), Rickhey Margolese (resolutions), Marion Daigle (history and archives resource), Holly Gandhi, Rohinton Gandhi, Martin Roloff, Oliver Cole, Myrna Howatson.

Associate Members - Marlyn Brownrigg, Barbara Schnider.

Activities:

The Rights and Education Committee held three regular meetings on November 21, 2011, December 13, 2011, and February 14, 2012.

Mr. Frank Verrillo, Vice-President of the Quebec English School Boards Association was the special invited guest on February 14, 2012 to discuss the issue of School Board Governance.

The members of the Rights and Education Committee decided to concentrate on three major issues for 2012: School Board Governance, School Board Elections, and Wider Access to English Education.

As a result, the Rights Committee recommended and worked on updating three resolutions resulting in:

AGM Resolution 2012/1 - Responsibility for Education:

School Boards and Local Autonomy

AGM Resolution 2012/2 - Permanent Linguistic Voters List for School Board Elections

AGM Resolution 2012/3 - Wider Access to English Education

The members of the Rights and Education Committee recommended the publication of, and provided expertise for, a Special Edition of the QFHSA

NEWS on School Board Governance distributed in March 2012. The special issue has been the object of much praise from our members and partners in education since its publication.

Upcoming:

The next regular meeting of the Rights and Education Committee is scheduled for Monday evening, April 30th, 2012, commencing at 7:30 pm at the QFHSA Office. All members of the QFHSA are invited to attend. Please come and get more involved in issues that affect your children and your family!

QFHSA HISTORY AND ARCHIVES PROJECT

Report to the Annual General Meeting – April 21, 2012

Submitted by Marion Daigle, Co-ordinator

Mandate:

To bring both the QFHSA History and Archives up to date. This will be a valuable tool in educating our membership and the wider public about the influential role that parental involvement has played in Quebec's schools and communities in the 20th century. It should stimulate further involvement in this century.

History/Archives Team:

Marion Daigle, Carol Ohlin

Highlights 2011-12:

- Budget - a budget of \$8,000 was allocated in June to assist with the ongoing work.
- QFHSA NEWS 1996-2009
Ted Sanction of Melrose Studio, former QFHSA NEWS publisher, has completed the digitized version for this period. The QFHSA NEWS is one of the most valuable aspects of the Federation's archives. The NEWS 1948-1995 has already been archived.
- Archives Facility Expansion
In November 2011, a second room was designated for storage where special shelving was installed.
- Archival Work – Assessment, Sorting, Organizing
The summer months were spent assessing, sorting and organizing historical resources covering a period of more than fifty years. Working documents from educational and community partnerships were especially significant. The remainder of the year has been spent specifically on the Rights Committee and Resolutions files. These, along with the local associations historical records, are some of the most extensive and important files of the Federation.
- Upcoming Months
The next several months will be focused on sorting, organizing, arrangement and classification, physical processing, description of files and updating the Finding Aid.

Recommendation

It is recommended that local Home and School Associations take steps to record their history and to catalogue their archives. This is particularly important where school closures are concerned but should be an ongoing activity.

Information is included in the AGM Conference kit.

RESOLUTIONS/POLICY COMMITTEE

Report to the Annual General Meeting – April 21, 2012

Submitted by Rickhey Margolese, Resolution Chair

Annual General Meeting 2011

Resolutions 2011

Four resolutions were circulated to the Local Associations:

Resolution 2011/1	Funding for Libraries and Librarians
Resolution 2011/2	Special Education Services in Mainstream Schools
Resolution 2011/3	Alternative Programs for Students with Special Needs
Resolution 2011/4	Students with Learning Disabilities and/or Learning Difficulties

Following the caucus sessions to discuss the resolutions, editorial changes were suggested to Resolutions 2011/2, 2011/3 and 2011/4. Destinations were added to Resolutions 2011/1 and 2011/4. All of the resolutions were then passed.

(See the Minutes of the Annual General Meeting 2011.)

▪ **Resolution 2011/2**

Editorial changes to the Therefore be it resolved:

THEREFORE BE IT RESOLVED that Quebec Federation of Home and School Associations Inc. request *that* the Minister of Education, Leisure and Sport, *provides* sufficient funding to school boards for support services and that ample training be made available to teachers in dealing with students with special needs. **Resolution 2011/3**

Editorial changes to the 2nd Whereas:

WHEREAS students with special needs are *comprised of* “at risk” students, students with handicaps, *students with* social maladjustments or *students with* learning disabilities; and

Editorial changes to the 6th Whereas:

WHEREAS the Quebec Education Act, Section 213 states that parents and guardians may exercise their right to request an inter-board agreement if *another* school *or specialized centre* better meets the needs of their child;

▪ **Resolution 2011/4**

Editorial change to the 1st Whereas:

WHEREAS too many ~~*bright*~~ students with learning disabilities or learning difficulties are failing to meet their potential and are falling behind their grade level; and

Editorial changes to the 2nd Whereas:

WHEREAS we know that ~~*most*~~ *many* of these children can *reach their potential* or can function at grade level when provided sufficient support; and

Editorial change to the 3rd Whereas:

WHEREAS The Quebec Charter of Human Rights and Freedoms guarantees the right of the child to a free education *and accommodation*; and

Editorial changes to the 1st Be it further resolved:

BE IT FURTHER RESOLVED that Quebec Federation of Home and School Associations Inc. urge that student teachers receive appropriate training and that classroom teachers must be provided with quality professional development to recognize the early warning signs of learning disabilities and/or learning difficulties so that they can recommend early and on-going testing and intervention. Classroom teachers must also be provided with professional development in order to teach and accommodate these students *within* specialized classes, *regular* classes or *within* groupings *of* students with special needs; and

Editorial change to the 2nd Be it further resolved:

BE IT FURTHER RESOLVED that Quebec Federation of Home and School Associations Inc. request the Minister of Education, Leisure and Sport to provide additional financial support for materials, resources and training for all personnel *involved*.

Disposition of 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.

In letters dated Sept. 9th, 12th and Nov. 7th, 2011 respectively, the offices of Julie Boulet, Ministre de l'Emploi et de la Solidarite sociale et ministre responsable de la region de la Mauricie, the offices of Line Beauchamp, Ministre de l'Éducation, du Loisir et du Sport (MELS) and the Association of Directors General of English School Boards of Quebec (ADGESBQ) acknowledged receipt of the four resolutions.

In a letter dated Sept. 16th, 2011, the Quebec Provincial Association of Teachers (QPAT) stated that in their constant willingness to maintain the partnership with QFHSA, the members of the QPAT Executive Committee on Sept. 15th, 2011, adopted a motion that the QFHSA resolutions 2011 be supported by QPAT.

In a letter dated Nov 7, 2011, the Eastern Shores School Board stated that the Council of Commissioners at their Sept 21, 2011 Executive Committee meeting, adopted Resolution E11-09-386 to support our efforts with the dossiers attached to the 4 resolutions we sent them.

Annual General Meeting 2012 – Proposed Resolutions

(previously circulated to the local associations)

- 2012/1 *Responsibility for Education: School Boards and Local Autonomy*
- 2012/2 *Permanent Linguistic Voters List for School Board Elections*
- 2012/3 *Wider Access to English Education*

Statement of Policy

The *Statement of Policy* has been formed in harmony with the Federation's purposes and objectives, and is based on resolutions adopted at Annual General Meetings. Following the AGM, it should be updated each year and copies distributed to the local associations. Due to difficulties beyond our control, the *Statement of Policy* has not been updated since 2007 and remains a project in progress.

Recommendation:

- To form a sub-committee to work on the QFHSA *Statement of Policy*.

Constitution and By-Laws Committee
Report to the Annual General Meeting – April 21, 2012
Submitted by Rickhey Margolese, Chair

Mandate:

- To ensure that the Federation’s Constitution and By-Laws allow a functioning organization;
- To review the Constitutions and By-Laws of local associations when submitted and to propose changes for improvement.

Committee members: Liette Chamberland, Ex-officio, Rickhey Margolese

Activities 2011-2012:

During the course of the year, the Constitution and By-Laws Committee has worked on drafting the changes to be made to the Constitution and By-Laws. The changes to the Constitution and By-Laws are completed and are in the hands of our corporate lawyer, Brian Shear.

The completed document will be brought to the Board of Directors for study. Once approved by the Board, it will be submitted to all local Home and School Associations so that they will have ample time to familiarize themselves with the document prior to the 2013 AGM to vote upon.

Consequently, new templates of each document would be offered to all local Home and School Associations for their use.

At this time, there are no proposed changes to the Constitution and By-Laws.

Recommendation:

- That the Constitution and By-Laws Committee prepare Constitution templates for the local Home and Schools;
- That the Constitution and By-Laws Committee be available to all Home and Schools for guidance in regards to the new Constitution and By-Laws.

LITERACY COMMITTEE

Report to the Annual general meeting- April 21, 2012

Submitted by Casey Stilwell and Kuljinder Kaur Magee, Co Chairs

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 - Casey Stilwell, Kuljinder Kaur Magee, Co-Chairs, Rosalind Hoenig, Board Liaison, Marion Daigle, Resource, Lawrence Depoe, VP and Carol Meindl, Executive Director

Activities 2011-2012

May 2011

- A letter was received from the 2010 Gazette Raise-a-Reader program announcing the granting of \$4000.00 to the QFHSA Literacy Committee for Literacy activities.

July 2011

- Application was made for funding from the 2011 Gazette Raise-A-Reader program.

August 2011

- Over 65 boxes of books were purchased and shipped to elementary school and community libraries on the North Shore and Central Quebec.

September 2011

- Co-Chairs C. Stilwell and K. Kaur Magee participated in the Raise-A-Reader Fundraiser held in Montreal to raise funds for literacy projects in Quebec.
- Announcement was received that the QFHSA Literacy Committee was selected as one of the beneficiaries for the 2011 Raise a Reader program.

October 2011

- C. Stilwell and R. Hoenig represented the QFHSA Literacy Committee at the TD Canadian Children's Literature Awards Gala.
- A grant application for Project funding was submitted to Canadian Heritage (PCH) for support of an Early Child Education Readiness project. The Literacy Committee is working with Christopher Popowycz, Parkdale CLC coordinator, to further develop this project.

November 2011

- K. Kaur Magee and C. Stilwell presented an information session to John Abbott College Library and Information Technology students. The students gave a contribution of \$200.00 to the QFHSA Literacy Committee.
- At the request of the Literacy committee, Nicholas Aumais, Children's Literary Consultant at Bayard Presse presented a workshop on the topic of "Turning our youth into literary enthusiasts" at the QFHSA Fall Conference.

January 2012

- C. Meindl and C. Stilwell attended the School Readiness and Early Child Education Conference held at Frontier College. Within the frame work of Family Literacy Day and given the growing concern with the issue of school readiness, the conference aimed to create a space for dialogue and knowledge sharing between actors in the academic and community sectors on the question of School Readiness and Early Child Education with an emphasis on family-centered prevention and intervention.

February 2012

- Literacy activity survey was distributed to the local associations. Information gathered from responses will help direct future projects.
- L. DePoe and C. Meindl met with Maria Mastraccio, to discuss the desire to bring her expertise in early child education to the *From Home to School* project.
- Tembec Paperboard Group was approached again to donate high quality craft paper to 8 local associations schools in the regions. Tembec generously covered the cost of shipping the paper directly to the schools. Tembec also donated 100 children's books.

March 2012

- *From Farm to Fork* was launched in concert with Nutrition Month. *From Farm to Fork* is an essay contest project that will help children educate themselves and each other about the food they eat and where it comes from, as well as providing an opportunity to share cultural traditions. QFHSA thanks the Quebec 4-H and Quebec Farmers Association for their involvement with the project.

Upcoming

- The Literacy Committee, along with the Education Committee, will explore further opportunities for collaboration with Quebec 4-H and Quebec Farmers Association on joint literacy/education projects for 2012-13.

COMMUNICATIONS

Home & School NEWS and Website

Report to the Annual General Meeting – April 21, 2012

Submitted by Jennifer Bogart, Communications Chair & Lisa Fougere, Editor of NEWS

Mandate: The Editorial Board oversees the content of our newspaper and the website. Additionally flyers and QFHSA advertising are designed and distributed by this committee.

Committee Members:

Chair – Jennifer Bogart (Director)

Editor – Lisa Fougere

Website – Cathy McKeogh of Cathy's Web, Mary Skagos, Carol Meindl

Members: Carol Meindl, Rickhey Margolese, Liette Chamberland, Mary Skagos, Larry DePoe

Activities:

With our new QFHSA News editor, Lisa Fougere, we published our first issue of the year in mid-June 2011. The News had a face-lift and general design change while keeping the 24-page full-colour glossy template. Many of the committee contents remained such as President's Message, Literacy, Education and Rights, Health, Book Reviews, Focus on the Locals, and QFHSA event announcements. We added a new section called Look Back in Time in which we looked at some of the topics that were presented in the first issues of the QFHSA News in 1949. We also added a section to introduce our QFHSA Directors, one or two per issue, to give our members an idea of their progression from local level educational involvement to the provincial level at the QFHSA.

We continue to distribute our News electronically via MailChimp to local associations for further dissemination to their individual family members. We also send out the News by mail to various education stakeholders such as universities, school boards, libraries and regional newspapers. Every English school in Quebec receives two copies – one for the principal and one for the Governing Board chair. Our distribution numbers were 4600 paid subscriptions and about 800 complementary subscriptions. With our MailChimp distribution, on average, we have a reach of 7000 readers.

We had continual input from our partners, Dynamix and DM Family and School Services, both providing full page articles on parenting/education topics in each QFHSA News issue. We had further issues published in September and December 2011. With the December 2011 issue, we began actively seeking potential advertisers to help defray the costs of publishing our NEWS. We sold advertising contracts worth \$250 for this issue. We would like to provide product and service information that would be relevant to Home and School associations, members and parents. The March 2012 issue represents a further \$1100 worth of advertising contracts.

The 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.

Upcoming Deadline dates for the NEWS are:

May 7, 2012

August 13, 2012

November 5, 2012

February 4, 2012

In the September 2011 issue of the NEWS, we held a random draw for a science kit from Livestuff. Anyone who correctly answered some issue-specific questions was entered into the draw.

QFHSA Website: In May of 2011, we met with Cathy McKeogh, a website designer, to discuss hiring her to work on a new design for our website. She runs her own company, Cathy's Web, and is responsible for the designs and upkeep of many websites particularly for a variety of school and non-profit organization.

After a lot of time and work accumulating and updating important QFHSA information and documents, our new website was up and ready for unveiling in September 2011. The new website is very easy to navigate and has a wealth of documents, links and information for current and potential members.

At the same time that we were working on the design of the new website, we were informed that our server was closing down and with Cathy's help, we were able to switch over to landl.com. We have also been expanding our use of the QFHSA Facebook page to immediately announce or publish information that is useful for our members and associates.

We continue to welcome contributions from the local associations for the QFHSA NEWS and welcome comments on Facebook and suggestions for content on the website.

THE CANADIAN HOME AND SCHOOL FEDERATION

Report to the Annual General Meeting - April 21, 2012

Submitted by Rickhey Margolese, QFHSA representative

CHSF 2011 Board Meeting and AGM

The Annual Spring Board meeting and AGM were held in Kelowna, BC, from June 2nd to 4th 2011.

Present were: Janet Walsh (NS); Deb Giesbrecht (MB); Cynthia Richards (NB); Eva Cameron (MB); Georgina Allen – Past President; Glyn Morgan (NB); Cheryl Kennedy (NS); Owen Parkhouse (PEI); Rickhey Margolese (QC); Teresa Blum (ON) and Susan Wilson (BC).

The 6 Directors named to the Board: Owen Parkhouse (PEI); Cheryl Kennedy (NS); Glyn Morgan (NB); Susan Wilson (BC); Michelle Ercolini (ON); and. Rickhey Margolese (QC).

The Executives: Janet Walsh (NS) – President; Deb Giesbrecht (MB) – 1st VP; Cynthia Richards (NB) – 2nd VP; and Eva Cameron (MB) – Secretary-Treasurer.

Much of the 3 days of meetings dealt with:

- setting priorities for CHSF
- brainstorming on how to get all the provinces back to the table
- discussing the impact on membership fees due to the change related to fiscal year end from Jan 31st to Aug 31st.
- understanding and passing the budget for 2011/2012
- approving policy and changes to the Constitution & Bylaws.

On Saturday evening delegates and guests met to celebrate award winners at the Gala Dinner where, amongst others, two of the CHSF Board members were also honored. Georgina Allen was awarded Life Membership and Eva Cameron was given the President's Volunteer Award.

Mid-Term Meeting November 2011

The mid-term meeting was held in Ottawa from November 10-13, 2011. Board members formed into working groups to examine priorities, policies, communications and the constitution and by-laws.

CHSF decided on the 2011-2012 top priorities:

- 1) To become more visible nationally;
- 2) To communicate more effectively with provincial member associations;
- 3) To find additional funding to launch National projects.

Headway has been made to become more visible nationally. CHSF executives met with the Canadian Association of Principals (CAP) to discuss common issues and to develop opportunities in working together. CHSF President, Janet Walsh, sits on the Advisory Council of the Canadian Education Association (CEA) and CHSF continues to be a part of the Copyright Consortium (CMEC) looking at this new legislation. CHSF submitted its Brief on Bill C-32 -

Copyright Modernization Act to the Legislative Committee in January 2011. It is posted on its website.

Varia

CHSF started Teacher & Staff Appreciation Week (TSAW) in 1988, and the tradition continued in 2012 as TSAW was scheduled for Feb 12 – 18, 2012. A poster was sent electronically to all provincial associations for them to disseminate to schools.

CHSF continues to work towards banning the sale of Energy Drinks to minors. In response to a letter from the Canadian Minister of Health, follow-up letters have been sent to the remaining Provincial Health Ministers. CHSF will keep its members apprised of any new developments.

CHSF invited the Governor General, His Excellency the Right Honourable David Johnston to be our Patron. He has accepted our invitation to be our Patron.

CHSF will endorse the WITS Program.

In an effort to improve communication with its member associations, improvements are being made to the CHSF website. Please visit this site to see the changes (www.canadianhomeandschool.com).

MEMBERSHIP REPORT

Report to the Annual General Meeting, April 21, 2012

Submitted by Carol Meindl, Membership Coordinator and Jennifer Bogart, Membership Chair

Mandate: To promote, encourage, and assist Home and School associations with membership activities.
To evaluate and update membership kits and other membership materials designed to promote membership.
To offer training for membership chairpersons via the executive workshops and the Fall Conference.
To visit local Home and School associations and other schools interested in forming a Home and School.

Committee Members: Jennifer Bogart, *Chair*, Marlyn Brownrigg, Barbara Schnider, Mary Skagos, Terina McLaren, Vera Young, Amanda Tweedie, Leah Trineer, Anne MacWhirter and Carol Meindl, *Membership Coordinator*

Executive Workshops/School Visits

Executive workshops were held in September at the QFHSA office. Membership chairs were encouraged to exchange ideas and best practices. Each chairperson received a membership kit at the workshop or later by mail.

Between May 2011- March 2012, the members of the committee visited the following schools: Leonardo Da Vinci (EMSB), Cedarcrest (EMSB), Westpark (LBPSB), Birchwood (LBPSB), Sunshine Academy (LBPSB).

On-Going Projects:

As membership is a major priority of the QFHSA, the membership committee will:

- Contact local Home and School executive members using the phone/email chain and the tracking list provided by the QFHSA office
- Re-evaluate the Group Affiliate membership plan
- Continue to offer leadership workshops to our Association executives
- Continue to update membership materials

Membership Fee: To maintain the current membership fee of \$18.00

Regional Councils:

February 2nd, 2012: A regional council for “off-island” elementary schools was held at Birchwood Elementary School in St. Lazare. This meeting was very well attended.

Regional councils will be organized for EMSB schools and the Eastern Shores in the near future.

Member services: In addition to the Executive Workshops, offered on September 23, 2011, two parental skill workshops were offered to the on-island membership through DM Family and School Services: “*Resolving Conflicts Peacefully*” and “*Helping your child deal with Anxiety and Stress*”

Results of 2011/2012 Membership Campaign:

Family Memberships (through locals)	4581 (as of March 22, 2012)
Individual Family memberships (directly with QFHSA)	14
Local Home & School Associations	84
Group Affiliate Memberships	2
Local Associations in good standing as of February 1, 2012	61

These applications to become new H&S associations were accepted by the Board of Directors:

Leonardo Da Vinci (EMSB) Birchwood (LBPSB)

Loss of local associations (2011-2012) – Riverview (Verdun)

Loss of local associations (2011-2012) through school closures: none

2011 – 2012 Group Affiliate Members: Mountainview CLC Family Ties-Carrefour Famille

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS
FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2011



QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS
FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2011

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AUDITORS' REPORT

To the Members of:

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

We have audited the statement of financial position of Québec Federation of Home and School Associations (Federation) as at December 31, 2011, and the statements of changes in net assets, operations and cash flow for the year then ended. These financial statements are the responsibility of the Federation's 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 revenues 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 the statements of operations, changes in net assets and cash flow.

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, 2011, and the results of their operations and their cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.



1

CHARTERED ACCOUNTANTS

Pointe Claire, Québec

March 19, 2012

1 Chartered Accountant Auditor, Permit #11109


QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS
(Incorporated under the laws of Québec)


STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2011

	2011	2010
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 137,220	\$ 135,964
Funds held in trust (Note 3)	9,500	9,500
Sales taxes receivable	5,382	8,019
Grants receivable	29,500	24,000
Prepaid expenses	16,162	16,571
	\$ 197,764	\$ 194,054
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 7,358	\$ 5,273
Deferred program grants (Note 4)	39,167	45,750
Deferred history and archive grant (Note 5)	6,180	10,933
Deferred membership fees (Note 6)	38,458	36,743
	91,163	98,699
NET ASSETS		
NET ASSETS RESTRICTED FOR AWARDS PURPOSES (Note 3)	9,500	9,500
UNRESTRICTED NET ASSETS	97,101	85,855
	106,601	95,355
	\$ 197,764	\$ 194,054

ON BEHALF OF THE BOARD:


Director


Director

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2011

	Restricted for awards purposes	Unrestricted	2011	2010
BALANCE - BEGINNING OF YEAR	\$ 9,500	\$ 85,855	\$ 95,355	\$ 52,785
Excess revenues over expenses	-	11,246	11,246	42,570
BALANCE - END OF YEAR	\$ 9,500	\$ 97,101	\$106,601	\$ 95,355

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2011

	2011	2010
REVENUES	\$ 213,144	\$ 242,279
EXPENSES		
CHSF Affiliation fees and others	3,350	2,150
Travel and conferences	18,671	24,970
Home and school news	12,000	29,216
Committee expenses	3,713	6,671
Insurance	16,446	18,362
Provincial office		
Postage and courier	3,414	7,220
Office supplies	9,823	5,552
Telephone	5,053	5,026
Professional fees	3,561	5,648
Rent, electricity and occupancy charges	20,139	19,405
Salaries and employee benefits	66,945	44,810
Fees and honorariums	10,523	29,539
Raise a Reader	3,594	1,140
History and archive project	4,753	-
Other projects	19,913	-
	201,898	199,709
EXCESS REVENUES OVER EXPENSES	\$ 11,246	\$ 42,570

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2011

	2011	2010
OPERATING ACTIVITIES		
Excess revenues over expenses	\$ 11,246	\$ 42,570
Decrease (increase) in sales taxes receivable	2,637	(2,043)
Decrease(increase) in grants receivable	(5,500)	17,944
Decrease in prepaid expenses	409	418
Increase (decrease) in accounts payable and accrued liabilities	2,085	(8,070)
Decrease in deferred program grants	(6,583)	(7,600)
Decrease in deferred history and archive grant	(4,753)	-
Increase in deferred membership fees	1,715	4,088
CASH PROVIDED BY OPERATING ACTIVITIES	1,256	47,307
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	135,964	88,657
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 137,220	\$ 135,964

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SCHEDULE OF REVENUES

FOR THE YEAR ENDED DECEMBER 31, 2011

	2011	2010
REVENUES (Note 2(a))		
Membership fees - family	\$ 84,816	\$ 78,501
Membership fees - other	623	365
Federal Canadian heritage program grant	93,250	105,250
Quebec government grant	8,333	38,350
Municipal grant	1,000	1,334
Raise a Reader	4,000	3,500
History and archive project	4,753	-
Other project revenues	1,659	-
Donations - other	885	458
News - advertising and subscriptions	163	437
Conferences	7,735	7,372
Membership materials	1,415	2,068
Interest	182	71
Sponsorships	-	1,100
Administration fees	4,400	3,550
	213,214	242,356
Donations received for locals	36,760	34,060
Donations remitted to locals	(36,830)	(34,137)
	\$ 213,144	\$ 242,279

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2011

1. NATURE AND PURPOSE OF THE ASSOCIATION

The Québec Federation of Home and School Associations (Federation) 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, the revenue from Federal agencies is recognized over the donor fiscal year which is from the first day of April to the following thirty-first day of March. The revenue from the Provincial agency is from the Ministry of Education and is recognized over the period from the first day of September to the following thirty-first day of August.
- iii) All other revenues are recognized when received.

b) Expensing Capital Assets

The Federation expenses all capital assets in the year they are acquired.

c) Contributed Services

All volunteers at all levels of the Federation contribute approximately 24,300 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.

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2011

2. ACCOUNTING POLICIES (Cont'd)

d) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

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 was formed to consider all submissions for the awards, and to choose the ones they consider best meet the guidelines.

4. DEFERRED PROGRAM GRANTS

The deferred program grants from Canadian Heritage and the Québec Ministry of Education are utilized for operating activities and are calculated as follows:

	2011	2010
Balance - Beginning of year	\$ 45,750	\$ 53,350
Plus: Amount received during the year	95,000	136,000
	140,750	189,350
Less: Amount recognized as revenue during the year	(101,583)	(143,600)
Balance - End of year	\$ 39,167	\$ 45,750

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2011

5. DEFERRED HISTORY AND ARCHIVE GRANT

	2011	2010
The deferred history and archive grant is utilized to set up a history and archive project for the federation.	\$ 6,180	\$ 10,933

6. DEFERRED MEMBERSHIP FEES

	2011	2010
The deferred membership fees are from members of the federation and are utilized for operating activities.		
Balance - Beginning of year	\$ 36,743	\$ 32,655
Plus: Amount received during the year	86,531	82,589
	123,274	115,244
Less: Amount recognized as revenue during the year	84,816	78,501
Balance - End of year	\$ 38,458	\$ 36,743

7. FINANCIAL INSTRUMENTS

The federation's financial assets and liabilities are held for trading.

The fair value of all financial instruments approximate their carrying value due to their short-term to their maturities.

FINANCE COMMITTEE

Report to the Annual General Meeting - April 21, 2012

Submitted by Suanne Day, Treasurer and Leah Trineer, Chair

Mandate:

- Prepare annual budgets for the Quebec Federation of Home and School Associations Inc. (QFHSA) Board of Directors and its Committees.
- Review accounting procedures, the auditor's report and the expense sheets for directors.
- Prepare recommendations for the membership and administration fees.
- Review the Charitable Information Return.
- Oversee the finances, comparing actual results to budgets and prepare financial reports and recommendations for the Board to review at its periodic meetings.
- Review the financial reports submitted by the local home and school associations.

Members: Leah Trineer (Chair), Carol Meindl (Executive Director), Suanne Day (Treasurer), Liette Chamberland (President), ex-officio

Activities:

- Prepared the Proposed 2012-2013 Budget for the 2012 AGM.
- Discussed and reviewed QFHSA committee's 2012-13 budgets with respective chairpersons.
- Reviewed and revised policies on expense reporting.
- Collaborated with President and staff with preparation of Grant Applications.
- Shared financial report information at Board of Director and Executive Meetings

Financial changes: The accounting structure was adjusted to tag accounts to match PCH's reporting requirements and QFHSA management review requirements.

Please see the proposed Budget for 2012-2013 and the financial statement for January 1 to December 31, 2011, herein.

RECOMMENDATION: The Finance Committee recommends that the proposed Budget for 2012-2013 be approved by the membership at the Annual General Meeting, April 21, 2012.

	Budget Jan 01, 2012 to Dec 31, 2012	Actual Jan 01, 2011 to Dec 31, 2011
REVENUE		
Membership & Services Income		
FAMILY MEMBERSHIP REVENUE	81,000.00	86,532.00
GROUP AFFILIATE REVENUE	500.00	375.00
ADMINISTRATION FEE REVENUE	4,250.00	4,400.00
INDIVIDUAL MEMBERSHIP REVENUE	360.00	248.00
SALES OF MATERIALS & SERVICES	400.00	588.50
NEWS Revenue (Subsc. & Adv)	2,500.00	162.90
Ttl Membership & Services Income	<u>89,010.00</u>	<u>92,306.40</u>
Grants, Sponsorship, Donations Inc.		
CANADIAN HERITAGE ANNUAL PROJECT	103,000.00	89,500.00
OTHER FEDERAL GRANTS INCOME	15,000.00	0.00
MELS GRANTS INCOME	30,000.00	0.00
OTHER PROVINCIAL GRANTS INCOME	1,000.00	1,000.00
YES PROJECT REVENUES	0.00	1,362.00
OTHER PROJECT REVENUES	0.00	297.42
DONATIONS TO QFHSA	250.00	166.00
Raise-a-Reader Grant	4,000.00	4,000.00
Literacy Revenue	200.00	340.00
LOCALS EXECUTIVE DEVELOPMENT	500.00	320.00
AGM Conference Revenues	4,820.00	4,790.00
FALL CONFERENCE REVENUES	3,750.00	2,945.00
Interest Revenue	50.00	47.50
Donation-Processing Fee Revenue	750.00	884.80
Ttl Grants, Sponsorship, Donations	<u>163,320.00</u>	<u>105,652.72</u>
TOTAL REVENUE	<u>252,330.00</u>	<u>197,959.12</u>
EXPENSE		
PROFESSIONAL FEES/INSURANCE		
ACCOUNTING/AUDIT FEES	3,250.00	3,208.85
LEGAL FEES	2,000.00	401.91
INSURANCE	17,000.00	16,023.00
HONORARIA & COMMITTEE EXPENSES	500.00	0.00
Ttl General Operations	<u>22,750.00</u>	<u>19,633.76</u>
Human Resources		
SALARIES	60,000.00	58,173.93
EI EXPENSE	6,600.00	1,140.32
QPP EXPENSE	0.00	2,450.52
QHIP EXPENSE (FSS)	0.00	1,559.92
QPIP EXPENSE	0.00	434.35
CSST & CNT EXPENSE	0.00	594.59
DAS/CSST ADJ. & INTER.	0.00	62.94
WAGE LEVIES	6,600.00	6,242.64
STAFF DEVELOPMENT	1,000.00	0.00
Ttl Human Resources	<u>67,600.00</u>	<u>64,416.57</u>
Office Operations		
RENT	19,000.00	18,867.43
BANK CHARGES & INTEREST	200.00	143.87
CLEANING, REPAIRS & MAINTENANCE	750.00	744.87
ELECTRICITY & HEATING	550.00	540.67
OFFICE SUPPLIES & EQUIPMENT	10,000.00	8,797.58
POSTAGE/COURIER	4,500.00	3,414.33
TELECOMMUNICATIONS	5,000.00	4,202.33
TRAVEL, MEALS & MISC. EXPENSES	500.00	192.60
Ttl Office Operations	<u>40,500.00</u>	<u>36,903.68</u>
PROMOTIONS/PUBLICITY SERVICES		
NEWS PRINTING	22,000.00	8,540.34
NEWS POSTAGE	4,500.00	1,952.58
CONTRACT SERVICES	7,500.00	6,199.55
PROMOTIONAL ACTIVITIES & MATERIALS	8,000.00	2,213.44
MEDIA PRODUCTION & PRINTING	0.00	1,507.29

	Budget Jan 01, 2012 to Dec 31, 2012	Actual Jan 01, 2011 to Dec 31, 2011
Translation services	500.00	238.00
SPONSORSHIP & PROMOTION	0.00	379.64
WEBSITE	500.00	851.01
TOTAL PROMOTIONS & PUBLICITY	<u>43,000.00</u>	<u>21,881.85</u>
GENERAL MEMBERSHIP MEETINGS		
FALL CONFERENCE HONORAR/SUPPLIES	5,000.00	486.68
FALL CONFERENCE MEALS	0.00	1,911.74
FALL CONFERENCE TRAVEL/ACCOMODATION	0.00	1,975.23
AGM HONORARIUMS/SUPPLIES	18,000.00	2,739.91
AGM MEALS	0.00	5,890.14
AGM TRAVEL/ACCOMODATIONS	0.00	3,642.49
LOCAL EXEC DEVELPMT HONOR/SUPPLIES	1,800.00	1,016.92
LOCAL EXEC DEVELPMT MEALS	0.00	262.50
REGIONAL COUNCILS	200.00	0.00
TOTAL GENERAL MEMBERSHIP MEETINGS	<u>25,000.00</u>	<u>17,925.61</u>
BOARD OF DIRECTORS		
FEES/HONORARIUM/SUPPLIES	750.00	80.00
TRAVEL & ACCOMODATIONS	2,500.00	1,523.15
MEALS	1,000.00	679.97
TOTAL BOARD OF DIRECTORS	<u>4,250.00</u>	<u>2,283.12</u>
COMMITTEE EXPENSES		
EXECUTIVE COMM.	200.00	81.88
MEMBERSHIP COMM.	200.00	42.15
LITERACY COMM.	700.00	1,060.43
RIGHTS COMM.	200.00	106.84
EDUCATION COMM.	700.00	426.04
FINANCE COMMITTEE	200.00	0.00
OTHER STANDING COMMITTEES	0.00	26.20
TOTAL COMMITTEE EXPENSES	<u>2,200.00</u>	<u>1,743.54</u>
MEMBERSHIP FEES & DONATIONS		
DONATIONS TO OTHER ORGANIZATIONS	125.00	325.00
CHSF MEMBERSHIP FEES	2,500.00	3,350.00
CHSF MEETING EXPENSES	2,000.00	1,969.41
OTHER MEMBERSHIP & SUBSCRIPTION	250.00	82.00
Ttl Membership Fees & Donations	<u>4,875.00</u>	<u>5,726.41</u>
SPECIAL PROJECTS		
LITERACY PROJECTS	5,000.00	3,594.46
HISTORY & ARCHIVES PROJECT	8,000.00	4,753.30
YES PROJECT	10,000.00	0.00
OTHER SPECIAL PROJECTS	1,500.00	20,966.93
TOTAL SPECIAL PROJECTS	<u>24,500.00</u>	<u>29,314.69</u>
TOTAL EXPENSE	<u>234,675.00</u>	<u>199,829.23</u>
NET INCOME	<u>17,655.00</u>	<u>-1,870.11</u>

NOMINATIONS

Report to the Annual General Meeting - April 21, 2012

Submitted by Carol Meindl, Past president

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 each 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 January 10, 2012 with a deadline set for February 17, 2012. A second call for nominations was sent February 24, 2012. Nominees must be paid-up members in good standing. [QFHSA By-Laws Articles 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 was March 31, 2012. 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 31st, the committee has received the following nominations:

Nominees for a two-year term 2012-2014

Rosalind Hoenig	Wanda Leah Trineer	Patricia Willis
Richard Balfour		

Current Directors completing their two year term 2011-13

Liette Chamberland	Lawrence Depoe	Rickey Margolese
Suanne Stein Day	Vera Young	Brian Rock

Committees: Committees can be chaired by a Director or by any QFHSA member in good standing. Members are always welcome to participate on any committee that interests them. The Committees are as follows:

Finance	Literacy	Resolutions
AGM	Communications	Membership Development
Rights and Education	Fall Conference	

ANNUAL GENERAL MEETING 2011

Report to the Annual General Meeting – April 21, 2012

Submitted by Mary Skagos, staff

- Theme: The theme for our 67th year was *Get Involved – Education Matters*
- Arrangements: Coordinators: Liette Chamberland, Carol Meindl, Carol Ohlin, Rickhey Margolese, Mary Skagos,
- Highlights: For the 8th consecutive year, the AGM was held at the Sheraton Airport Hotel (previously the Montreal Airport Hilton) in Dorval.

1. Annual General Meeting & Conference – Saturday, April 30, 2011
 - a) Registration: 67 people, representing 26 Home & School Associations; others in attendance included Serge Laurendeau (President, QPAT), John Donnelly (President, Pearson Teachers Union), Charles Taker (OCOL); Directors, Past Presidents, partnership organizations, and guests.
 - b) Six schools attended from outside the Montreal area: Baie Comeau H.S., Grenville, New Carlisle, New Richmond, Bonaventure Polyvalent, and Shawinigan.
 - c) 12 Membership and 4 Newsletter Awards were presented at the beginning of the meeting.
 - d) The business session passed four resolutions.
 - e) Election of the Board of Directors was held and Sylvia Adams, Past President of QFHSA, conducted the Installation Ceremony.

2. Awards Dinner – Saturday evening, April 30, 2011
 - a) Attended by 100 people including Directors, guests, award winners and members. There were 21 local Home and School Associations represented.
 - b) The Master of Ceremonies was Jennifer DiMarco from Dorset Elementary.
 - c) The winners of three major awards were:
 - The Leslie N. Buzzell Award – Barbara Schnider, past QFHSA Director, Membership Chair, Lindsay Place High Home and School
 - The Gordon Paterson Award – Marcus Tabachnick
 - Lewis Peace Prize – John Choi, Souvenir Elementary
 - The Pat Lewis Humanitarian Award was given to Sherwood Forest Elementary School for their Green Thumbs Project.
 - d) Certificates and pins for Unsung Hero and Golden Torch were presented to the members in attendance.

3. Keynote Speaker
Serge Laurendeau, President, Quebec Provincial Teachers Association

FALL CONFERENCE – November 12, 2011
Report to the Annual General Meeting – April 21, 2012
Submitted by: Mary Skagos, Administrative Assistant

Plenary Session:

The Fall Conference was held at Sherwood Forest Elementary School (LBPSB) in Beaconsfield on Saturday, November 12, 2011. Liette Chamberland, QFHSA president, welcomed all the members and special guests. Carol Meindl, QFHSA Executive Director, then spoke briefly on the QCGN Strategic Priority survey and upcoming Forum. Greetings were brought from Serge Laurendeau (QPAT president), David D'Aoust (QESBA president), and Leo La France (MELS). Our Keynote Speaker was Suzanne Longpré from LEARN. She spoke to our members about "*Practical Strategies for Parental Involvement and Student Success*". She was very well received and everyone gave her high praise. They found her presentation to be informative and entertaining. She spoke for 45 minutes followed by a question and answer period.

Workshops: Eight excellent workshops were offered:

Morning

Teamwork Begins at the Top - Marlyn Brownrigg, Barbara Schnider (Lindsay Place H&S),
Betty Skagos (Gardenview H&S)

Resolving Conflicts Peacefully - Deb Kellman & Mona Segal, DM Family & School Services

Merit Pay for Teachers - Serge Laurendeau, QPAT President

Making the Most of Parent Teacher Meetings - Cindy Finn, PhD (LBPSB)

Afternoon

Don't Worry! Helping your Child Deal with Anxiety & Stress - Deb Kellman & Mona Segal,
DM Family & School Services

Transition to High School - Corey Szwarcok, Dynamix

Homework Solutions - Justine Dansereau, Education Consultant

Turning our Youth into Literary Enthusiasts - Nicholas Aumais, Conseiller en Lit. jeunesse

The evaluations of the plenary session and the workshops were very positive.

Registration: There were 64 members who attended representing 29 schools; 12 Board of Directors and past Directors; staff, and Gardenview H&S volunteers also attended. This total is higher than last year.

Publicity: The registration flyer was mailed to our local associations followed by email reminders. It was posted on our website and promoted on our Facebook site as well.

Regional Council Meetings: The members were then split up into 3 regional council discussion groups – one for high schools, one for LBPSB elementary schools and another for all other elementary schools – which were moderated by QFHSA Directors.

Displays: There were 14 displays at this year's conference and half of them were first-timers. They were pleased with the set-up, enjoyed having their tables in the same area as the plenary session and pleased to make so many new contacts. Most of them held raffles and quite a few prizes were given out at the end of the day.

EXECUTIVE WORKSHOPS – September 23, 2011
Report to the Annual General Meeting – April 21, 2012
Submitted by Mary Skagos, Administrative Assistant

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 members were held Friday, September 23, from 6:30 to 9:30 p.m. at the QFHSA office. 23 Local Associations were represented by 44 members. We also had 9 Board of Director members, and two staff members (Mary Skagos and Lisa Fougere) making a total of 55 people. Wine, cheese, fruit, desserts and coffee were served.

QFHSA President, Liette Chamberland, welcomed everyone and then everyone was asked to split up into groups according to their current position or interest.

Workshops

Presidents' Workshop
Had 24 attendees

Moderators/Presenters

Liette Chamberland, QFHSA President
Sherwood Forest, past president

Membership
Had 13 attendees

Jennifer Bogart, QFHSA Vice President
Mary Skagos, QFHSA office administrative assistant

Treasurers
Had 8 attendees

Leah Trineer, QFHSA Director
Suanne Stein Day, QFHSA Treasurer

Media/Publicity/Newsletters

** was offered but since no one registered, it was canceled

Everyone who attended received their 3 kits – President, Treasurer, & Membership – for their school. A lot of work went into the kits this year as many of the documents were updated for content and appearance. Another change this year was that the presentation kits were replaced by duo tangs so everything was easier to see.

The Media & Publicity, Born to Read and Literacy Guide hand-out documents, as well as posters and newsletters, were made available for pick-up. Art paper, donated by Tembec, was also offered to the H&S members in attendance.

The balances of the kits were mailed out the following week to the schools that did not attend.

EXECUTIVE APPRECIATION EVENT

Report to the Annual General Meeting- April 21, 2012

Submitted by Carol Meindl and Mary Skagos

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 to attend. The cost of the event 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

The 8th annual Executive Appreciation event was held on March 16, 2012 from 7:00 pm to 9:30 pm and, for the first time, was free of charge for the local associations.

Venue

For the first time, this event took the form of a Wine and Cheese Party with a guest speaker and was held at the Lester B Pearson School Board Council Chamber. The event was catered by Aniko Pelikan and various other food items were brought in by Board members.

Program

This year's guest speaker was Guy Vauban, an Ethical Facilitator. Mr. Vauban guided the parents through an Ethical Circle, a process of giving opportunities to consider ethical situations and what the appropriate policy for a Home and School might be to deal with them.

Gift bags were offered to each local association executive member as a token of our appreciation for all their hard work and dedication at the local level. Each bag included an Entertainment Book, chocolates from Sunsweet Chocolates and gift certificates to MacDale Bed and Breakfast in the Gaspé. A cook book was also given out at the end of the evening as a door prize to a member from Sherwood Forest.

Attendance

Twenty guests (20) attended representing nine (9) Home and School Associations in addition to the Board of Directors and office staff.

Dunrae Gardens	Lindsay Place	William Latter
East Hill	Sherwood Forest	
Gardenview	Thorndale	
Honore-Mercier	Westpark	

YES (Youth Exploring Science) Report
Report to Annual General Meeting- April 21, 2012
Submitted by Carol Meindl, Executive Director

Mandate: The YES project was initiated by QFHSA to provide science workshops to member schools in more remote regions of Quebec via the video-conferencing network of the Quebec Community Learning Centers.

The Project:

Three science workshops were offered this session to students 7-11 years old in the eastern and western regions of Quebec and were animated by Biologist Evelyn Castillo of Livestuff, Inc :

March 17 /Spa Science- Using very simple methods and all-natural ingredients, students will learn how to make facial scrub and bath bombs and the basics of keeping skin healthy looking.

March 24 /Root beer making- An activity that will teach kids how to make home-brewed root beer while learning the basics of bio-technology.

March 31 /Dinosaur Dig- An activity that will transform kids into real paleontologists! Each child receives a rock containing a mystery fossil that he/she will reveal with the help of paleontologist tools.

CLC participation: We enjoyed the participation of 6 CLCs this session: Eaton Valley CLC in Bury (*ETSB*), New Carlisle CLC in New Carlisle, Gaspé CLC in Gaspé, Grosse Isle CLC in Grosse Isle (*ESSB*) La Tuque CLC in La Tuque (*CQSB*), and Laurentian Regional in Lachute (*SWLSB*). Riverdale CLC in Pierrefonds (*LBPSB*) was the broadcast headquarters.

School participation: There were 45 students registered from 7 schools: Pope Memorial,* Cookshire,* Sawyerville,* New Carlisle, Gaspé, La Tuque,* Grosse Isle,* St Adele,* and Grenville.
(* not a Home and School)

Conclusion: There was an increase of interest in participating in the YES project than in the Spring of 2011 and, according to inquiries made, there would have been an even greater participation if budget had allowed us to offer the workshops for 12-17 year olds.

Due to the success of this project and the obvious need for science activities in schools outside of class time, QFHSA has decided to make the YES project part of regular programming and will be offering it again in March of 2013, and making it available to Montreal (& surrounding) Home and Schools as well.

Community Learning Centers Resource Committee
Report to the Annual General Meeting April 21, 2012
Carol Meindl – Executive Director, QFHSA & CLC-CRC Liaison

Mandate of the Community Learning Centers: Schools, vocational and adult training centers are not only part of the educational system; they are part of the communities they serve. This connection is important in English-speaking communities, especially those that only represent a small percentage of the total population in their area. The benefits of this connection have been well demonstrated in a wide variety of contexts. The school's impact on students is strengthened by the support of family and community, while the latter are strengthened by the support of the school.

Objective: The Community Learning Center's initiative is aimed at supporting the development of a diverse group of CLCs that will serve as 'hubs' for English-language education and community development in their respective communities, as well as offer models for future practice. "Together we're stronger" is a particularly apt expression to describe the potential of collaborative school-community relations: schools/centers, community groups and other public and private sector agencies working together to improve the opportunities to and from life-long learning for youth and adults and contribute to the overall development of the community. It is for this reason that the "Ministère de l'Éducation, du Loisir et du Sport" (MELS) supported the development of 23 new Community Learning Centers located in schools across Quebec. Fifteen more have been developed since then, including New Richmond CLC and New Carlisle CLC, both schools with Home and School associations (for a complete list of CLC locations go to www.learnquebec.ca/en/content/clc). The CLC network continues to be underused but word is getting out and activity is picking up. There needs to be more information about what the CLC network can offer community groups and parents. The potential is enormous.

The CLC Community Resource Committee (CRC) was founded in 2007 with the mandate to facilitate communication and collaboration between the Community Learning Centers and community partners (such as QFHSA). The Committee is coordinated by the CLC Provincial Resource Team with membership from organizations (QFHSA) serving English-speaking communities across Québec.

As a result of its participation on the CRC, the QFHSA has been actively working in partnership with the established CLC's and has developed two projects in 2011-12 and is working on a third:

- **The YES (Youth Exploring Science)** project was offered for a second time in March of 2012 and participation was almost doubled, 45 students 7-11 yrs from 9 elementary schools across the province. The science activities were broadcast from the Riverdale CLC in Pierrefonds through the video-conferencing network.
- **From Farm to Fork** was an essay contest open to students in Cycle 3 and Sec. 1&II. It launched during Nutrition Month in March when all QFHSA local association

schools plus Community Learning Center schools were invited to participate in an essay writing competition that would provide an opportunity to explore the foods they eat and where they come from. Through research into a favorite recipe they can share information on history, cultures and traditions in food preparation and presentation to help encourage curiosity and to increase knowledge.

- The From Home to School pilot project, which is still in the planning stages, intends to collaborate with the CLC network to help parents ready their children for school.

The QFHSA will continue to explore areas of collaboration with the CLCs in 2012-2013 to bring opportunities for learning to students and parents alike, across the province.

QUEBEC COMMUNITY GROUPS NETWORK (QCGN) REPORT

Report to the Annual General Meeting, April 21, 2012

Submitted by Carol Meindl, Executive Director

Mission: The Quebec Community Groups Network (QCGN) identifies, explores and addresses the strategic issues affecting the development and vitality of English-speaking Quebec. It encourages dialogue and collaboration among its member organizations, individuals, community groups, institutions and leaders. In partnership with member organizations, stakeholders, community leaders and institutions, it articulates the views of English-speaking Quebec on issues of strategic concern and takes action to address them.

The QCGN strives to be the recognized voice for English-speaking Quebec with the Federal and Provincial Governments. It is often invited to participate in round table discussions and to submit briefs to government committees. It was responsible for the enormously successful visit of the Standing Senate Committee on Official Languages to Quebec and Montreal in September of 2010. The QFHSA was invited to testify as witnesses at those hearings.

Activities: The QCGN had its Annual General Meeting in Montreal, June 2011 and Carol Meindl attended as the QFHSA representative. Although her term was up, Carol Meindl chose not to stand for election to a second term on the QCGN Board of Directors. However, as the current Executive Director for the QFHSA, she will be participating in the E.D. Network and serve as representative on the QCGN Membership Committee.

The distribution of seats on the QCGN Board of Directors is as follows:

- 5 delegates from the Regional organizations – all 5 of which must be from the regions (outside the Greater Montreal Area)
- 5 delegates from Sector organizations
- 4 delegates ‘at large’

The current Board of Directors 2011-2012:

Noel Burke, Interim President (Dean of the School of Extended Learning, Concordia University)

Linda Leith, Past president *ex officio* (Quebec Writers' Federation)

Brian Garneau, Vice President (Voice of English-speaking Quebec)

Dan Lamoreux, Secretary (Greater Montreal Community Development Initiative)

Mark McLaughlin, Treasurer

Jan Anderson-Youpin, (Jeffery Hale Community Services)

Colleen Bronson, (Sacred Heart School of Montreal)

Bradley Dottin, (Black Community Resource Centre),

Mark McLaughlin, Treasurer (Townshipper's Association)

Marion Standish, V.P. (Townshipper's Association)

Nicola Johnson (Conseil des Jeunesse de Montreal)

Sylvia Martin-Laforge, Director General

In 2009, the Quebec Community Groups Network launched the Sheila and Victor Goldbloom Distinguished Community Service Award which recognizes individuals who have contributed to strengthening the English-speaking community and to building bridges of understanding between Quebecers of different backgrounds.

The 2011 Sheila and Victor Goldbloom Awards ceremony was held at Montreal's St James Club on October 22, 2011 and awards were presented to:

Joan Ivory - for passionate volunteering in health care and arts organizations

Gemma Raeburn-Baynes - for commitment to human rights, social justice, democratic participation, ethnic and linguistic integration and civil engagement

Aline Visser - as founding member of the Megantic English Speaking Quebec and Townships' Association and for active engagement in women's issues as well as youth and mental health issues.

The QFHSA values its membership with the QCGN and will continue to participate as a member organization striving to bring the voice of English speaking parents to the discussion table whenever possible.

