



# **HOME & SCHOOL: TODAY AND TOMORROW**

**QUEBEC FEDERATION OF  
HOME AND SCHOOL ASSOCIATIONS  
ANNUAL GENERAL MEETING  
BOOK OF REPORTS**

**May 4, 2019**

**NOVOTEL HOTEL  
2599 BLVD ALFRED NOBEL  
ST LAURENT, QC  
H4S 2G1**



**Canadian  
Heritage** **Patrimoine  
canadien**

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## YEAR AT A GLANCE 2018-2019

### MAY 2018

NEXTschool Innpods  
ComECH Quebec  
QFHSA Board of Directors meeting  
QPARSE AGM  
NEXTschool Design Strategy Group  
4 Local H&S Visits

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### JUNE 2018

QFHSA Board of Directors meeting  
QAHN AGM  
NEXTschool - System Integration Group  
QCGN AGM  
Literacy Committee meeting  
ComECH Quebec  
4 Local H&S Visits

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### JULY 2018

NEXTschool Summer Institute

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### AUGUST 2018

NEXTschool Summer Institute

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### SEPTEMBER 2018

CPF Advisory Board meeting  
ComECH Quebec  
QFHSA Board of Directors orientation  
Finance Committee  
QAHN BOD meeting  
NEXTschool System Integration Group  
QFHSA Finance Committee  
ComECH Quebec press conference  
CPF Quebec Advisory Committee

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### OCTOBER 2018

QFHSA Board of Directors meeting  
Executive Workshops  
QUESCREEN Forum  
2 Local H&S Visits

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### NOVEMBER 2018

Fall Conference - St. Thomas  
APPELE Quebec meeting

### NOVEMBER 2018 CONT'D

Literacy Committee  
Victor & Sheila Goldbloom Awards  
Documentary Heritage Seminar  
NEXTschool System Integration Group  
EPCA AGA  
QPAT Convention  
QFHSA Board of Directors meeting  
2 Local H&S Visits

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### DECEMBER 2018

Literacy Committee

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### JANUARY 2019

BFL Insurance consultation  
Literacy Committee  
APPELE Quebec  
ComECH Quebec  
QFHSA Finance

APPELE Quebec - Steering Committee  
QFHSA Board of Directors meeting

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### FEBRUARY 2019

QFHSA Board of Directors meeting  
Arts, Culture & Heritage Working Group  
CPF Advisory Committee  
WQSB Regional Council Excc. Workshop  
QCGN meeting  
Merton - Governing Board meeting  
AGM/Fall Conference planning meeting  
EMSB meeting on Religious Symbols  
APPELE Quebec

1 Local H&S Visit

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### MARCH 2019

NEXTschool System Integration Group QFHSA  
Board of Directors  
Rights Committee  
Visit to Minister of Education

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### APRIL 2019

QFHSA Board of Directors meeting

# GLOSSARY OF ORGANIZATIONS 2019

- AAESQ**      **Association of Administrators of English Schools of Québec**      [www.aaesq.ca](http://www.aaesq.ca)  
*Provincial organization representing administrators working for English-speaking school boards across Québec.*  
President: Veronique Marin  
Executive Director: Jan Langelier
- ABEE/  
CELA**      **Advisory Board on English Education/ Commission de l'éducation en  
langue anglaise**      [www.education.gouv.qc.ca/cn/organismes-relevant-du-ministre/abce](http://www.education.gouv.qc.ca/cn/organismes-relevant-du-ministre/abce)  
*The mandate of the Advisory Board on English Education (ABEE) is to advise the Minister of Education, Higher Education and Research on all matters affecting the educational services offered in English elementary and secondary schools and adult and vocational education centres.*  
Chair: Dr. Cathrine Le Maistre  
Contact: Lynn Travers (Secretary)
- APPELE-  
QUEBEC**      **Alliance for the Promotion of Public English Language Education in Québec**  
*A broad-based, Québec-wide alliance to promote the continued existence of English school board commissioners democratically elected by the English community at large.*
- CHSF**      **Canadian Home & School Federation**      [www.canadianhomeandschoolfederation.ca](http://www.canadianhomeandschoolfederation.ca)  
*The National Federation composed of provincial Home and School Federations*  
President: Diane Power  
QFHSA rep: Rosemary Murphy
- CLC**      **Community Learning Centres**      [www.learnquebcc.ca](http://www.learnquebcc.ca)  
*In the province of Quebec, English-speaking communities do not always have equitable access to education or health and social services. Community Learning Centres (CLC Schools) have a dual role in Quebec: supporting student success and contributing to the vitality of English-speaking communities.*  
Project Director: Debbie Horrocks
- COFFEE-QC**      **Coalition for the Future of English Education in Québec**  
*A local group that is advocating against the abolition of school boards in Québec.*  
Chair: Brian Rock
- ComECH**      **Committee for the Enhancement of the Curriculum of History in Quebec**  
*Opposing the omission of historical contributions by minority communities in Québec from the Secondary III and IV history curriculum.*  
Chair: Robert Green

# GLOSSARY OF ORGANIZATIONS 2019

- EPCA**      **English Parents' Committee Association**      [www.epcaquebec.org](http://www.epcaquebec.org)  
*EPCA, the English Parents' Committee Association, is a provincial organization representing the Parents' Committees and Central Parents' Committees of Quebec's English school boards.*  
President: Rhonda Boucher
- FCPQ**      **Fédération des comités de parents du Québec**      [www.fcpq.qc.ca](http://www.fcpq.qc.ca)  
*(Federation of Parent Committees for the province of Quebec).*  
*FCPQ gathers members from parents' committees from 62 Quebec school boards (One parent from each parent committee)*  
President: Corinne Payne
- LEARN**      **Leading English Education and Resource Network**      [www.learnquebec.ca](http://www.learnquebec.ca)  
*LEARN is a non-profit educational organization that offers, at no charge, a wealth of information and resources for the English-speaking community in Quebec.*  
President: Sylvain Racette  
CEO: Michael Canuel
- MEES/  
MERS**      **Ministère de l'Éducation et de l'Enseignement supérieur**      [www.education.gouv.qc.ca](http://www.education.gouv.qc.ca)  
**Minister of Education, Recreation and Sports**  
*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: Jean-Francois Roberge  
Assistant Deputy Minister, Services to the English-speaking community: Stephen Colpitts
- PACTE**      **Provincial Advisory Council of Teachers of English**  
QFHSA rep: Marlyn Brownrigg
- PCH**      **Patrimoine Canadian Heritage**      [www.canada.pch.gc.ca](http://www.canada.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.*  
Minister: Melanie Joly
- QAHN**      **Quebec Anglophone Heritage Network**      [www.qahn.org](http://www.qahn.org)  
*The Quebec Anglophone Heritage Network (QAHN) is a non-profit, non-partisan province-wide organization engaged with its members in the preservation of the built, cultural and natural heritage of Quebec.*  
President: Grant Myers  
Executive Director: Matthew Farfan

# GLOSSARY OF ORGANIZATIONS 2019

- QCGN**      **Quebec Community Groups Network**      [www.qcgn.ca](http://www.qcgn.ca)  
*A provincial coalition of English-speaking organizations who contribute to the development and enhancement of the vitality of the English-language minority communities of Quebec.*  
President: Geoffrey Chambers  
Director General: Sylvia Martin-Laforge
- QFHSA**      **Quebec Federation of Home & School Associations**      [www.qfhsa.org](http://www.qfhsa.org)  
*An independent nonprofit organization made up of local associations of parents and volunteers active in the schools (one of the provincial organizations comprising the CHSF).*  
President: Linton Garner  
Executive Director: Carol Meindl
- QPARSE**      **Quebec Provincial Association of Retired Teachers**      [www.qparse-apperq.org](http://www.qparse-apperq.org)  
*Retired teachers, administrators, professionals and support personnel who have been employees of an English school board or private school in Quebec.*  
President: Jan Langclier
- QPAT/APEQ**      **Québec Provincial Association of Teachers**      [www.qpat-apcq.qc.ca](http://www.qpat-apcq.qc.ca)  
**Association provinciale des enseignantes et enseignants du Québec**  
*The provincial union for English-speaking teachers in Quebec.*  
President: Heidi Yetman  
Executive Director: Sebastien Joly
- QUESCREN**      **Quebec English-Speaking Communities Research Network**      [www.quescren.ca](http://www.quescren.ca)  
*QUESCREN is a collaborative network of researchers, stakeholders, educational and other institutions that improves understanding of Quebec's English-speaking communities and promotes their vitality.*  
Co-Directors: Professor Brian Lewis and Professor Chedly Belkhodka
- QESBA**      **Quebec English School Boards Association**      [www.qesba.qc.ca](http://www.qesba.qc.ca)  
*Composed of members from nine English school boards in Quebec.*  
President: Dan Lamoureux  
Executive Director: Russell Copeman

# GLOSSARY OF ORGANIZATIONS 2019

## SCHOOL BOARDS:

<b>CQSB</b>	<b>Central Quebec School Board</b> Chairman: Stephen Burke Director General: Stephen Pigeon	<a href="http://www.cqsb.qc.ca">www.cqsb.qc.ca</a>
<b>EMSB</b>	<b>English Montreal School Board</b> Chairman: Angela Mancini Director General: Ann Marie Matheson	<a href="http://www.emsb.qc.ca">www.emsb.qc.ca</a>
<b>ESSB</b>	<b>Eastern Shores School Board</b> Chairman: Wade Gifford Director General: Natascha Joncas	<a href="http://www.essb.qc.ca">www.essb.qc.ca</a>
<b>ETSB</b>	<b>Eastern Townships School Board</b> Chairman: Michael Murray Director General: Kandy Mackey	<a href="http://www.etsb.qc.ca">www.etsb.qc.ca</a>
<b>LBPSB</b>	<b>Lester B. Pearson School Board</b> Chairman: Noel Burke Director General: Michael Chechile	<a href="http://www.lbpsb.qc.ca">www.lbpsb.qc.ca</a>
<b>LITTORAL</b>	<b>Littoral School Board</b> Administrator: Philip Joycey Secretary General: Marc-André Masse	<a href="http://www.csdulittoral.qc.ca">www.csdulittoral.qc.ca</a>
<b>NFSB</b>	<b>New Frontiers School Board</b> Chairman: David D'Aoust Director General: Robert Buttars	<a href="http://www.nfsb.qc.ca">www.nfsb.qc.ca</a>
<b>RSB</b>	<b>Riverside School Board</b> Chairman: Dan Lamoureux Director General: Sylvain Racette	<a href="http://www.rsb.qc.ca">www.rsb.qc.ca</a>
<b>SWLSB</b>	<b>Sir Wilfrid Laurier School Board</b> Chairman: Paolo Galati Director General: Gaele Absolonne	<a href="http://www.swlauriersb.qc.ca">www.swlauriersb.qc.ca</a>
<b>WQSB</b>	<b>Western Quebec School Board</b> Chairman: Alain Guy Director General : Mike Dubeau	<a href="http://www.westernquebec.ca">www.westernquebec.ca</a>

## QFHSA 2019 ANNUAL GENERAL MEETING – May 4th, 2019 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 the **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. The 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 2018 ANNUAL GENERAL MEETING  
QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS INC.**

Held April 28th, 2018 at the Novotel Hotel in St Laurent, QC

Registered and present during the 2018 Annual General Meeting were 66 people including special guests.

The theme of the 2018 AGM was *Education in the 21st Century: The Next 20 Years*.

There were 22 local Home & School Associations present. The voting associations were:

Beacon Hill	Chelsea	Dorval
Edgewater	Genesis	Grenville
Hillcrest Academy	Honoré Mercier	Maple Grove
Macdonald High	Lakeside Academy	Lindsay Place High
Merton	Pierre Elliott Trudeau	Roslyn
South Hull	Souvenir	St Patrick
St Thomas High	St John Fisher	Westwood
Willingdon		

**AGM BUSINESS SESSION**

The 2018 Annual General Meeting was then officially called to order.

Marlyn Brownrigg, Registration Credentials, reported that there were presently 22 Home & School Associations in attendance which fulfilled the requirements for a quorum.

**1. Appointments & Procedures**

Parliamentarian:	Debi Brown
Speaker's List:	Marlyn Brownrigg
Recording Secretary:	Sheila Desormeaux
Time Keeper:	Rosemary Murphy
Credentials:	Marlyn Brownrigg
Scrutineers:	Marlyn Brownrigg, Carol Meindl
Steering Committee:	Maxime Cote, Linton Garner

**MOTION: (Michael Nalez, Lindsay Place/ Barbara Schnider, Lindsay Place)**  
moved to accept these appointments.

All in favour

**MOTION CARRIED**

Debi Brown briefly reviewed the Business Meeting Procedures described in the Book of Reports, page 6, and the principles of Parliamentary Procedure, pages 7-8.

2. **Adoption of Agenda** -There were no additions to the agenda.  
**MOTION: (Linton Garner, /Marilyne Boyer, St Thomas)** to adopt the agenda as presented.

All in favour

**MOTION CARRIED**

3. **Approval Of The Minutes Of 2017 AGM** (Book of Reports, pages 10-15)  
There were no corrections to the minutes  
**MOTION: (Barbara Schnider, Lindsay Place/ Leah Trineer, Roslyn)** to approve the 2017 AGM Minutes as presented.

All in favour

**MOTION CARRIED**

4. **President's Report** (Book of Reports, page 16)  
Brian Rock, President, spoke to his report. He thanked the Executive Director and the QFHSA office staff for all their hard work. The President's Report was received.

5. **Executive Director's Report** (Book of Reports, page 17-18)  
Carol Meindl, Executive Director, spoke to her report, highlighting some of the more important activities in 2017 such as History Curriculum with the ComECH Committee, the Charitable Audit, Presentation to ABEE, NEXT school, and Youth Exploring Science. She extended thanks to Staff and Directors. The Executive Director's Report was received.

6. **Financial Committee Report** (Book of Reports, pages 19)  
**6.1** Wanda Leah Trineer, Treasurer, spoke to the Financial Report. She reported that 2017 was a stable year for QFHSA in terms of revenue sources with QFHSA realizing a small surplus of \$4916.00

**MOTION: Max Cote, Baie Comeau/ Marilyne Boyer, St Thomas** to accept the Treasurer's financial report and the Auditor's Financial Review.

All in Favour

**MOTION CARRIED**

- 6.2** Proposed Budget for 2019: The Treasurer presented the proposed budget for 2019.  
**MOTION: (Mike Nalez, Lindsay Place / Linton Garner)** to accept the proposed budget.

All in Favour

**MOTION CARRIED**

The Financial report was received.

6.3 Re-Appointment of Auditor for 2018 – *Verelli Arrizza*

**MOTION: (Rosemary Murphy, St Charles/ Tania Djerrahian, Hillcrest Academy) to re-appoint Verelli Arrizza as auditor for the QFHSA for the year 2018.**

All in Favour

**MOTION CARRIED**

7. **Nominations Report** (Book of Reports page 36)

Rosemary Murphy, Chair of Nominations Committee, presented the Nominations Report. She explained the duties and obligations of a director and of an officer. She then introduced the nominees for Directors for the 2018-19 term, and the nominees for officers.

***Election of Directors/Officers***

**Five (5) Directors serving a two-year 2017-2019 term:**

Lawrence DePoe	Linton Garner	Maxime Cote
Ginette Sauvé-Frankel	Debi Brown	

**Five (5) individuals completing the two-year 2016-2018 term:**

Rhonda Boucher	Wanda Leah Trineer	Brian Rock
Rosemary Murphy	Tanima Ghosh	

**Nominations for a two-year term 2018-2020**

Wanda Leah Trineer	Brian Rock	Rosemary Murphy	Michael Nalecz
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There were no other nominations from the floor. The Nominations for Directors were declared closed.

Let the record show that the new slate of Directors as presented was elected by acclamation,

**Wanda Leah Trineer      Brian Rock      Rosemary Murphy      Michael Nalecz**

The following list of Directors were presented as the slate of new Executive Officers.

<i>President</i>	<i>Linton Garner</i>
<i>Immediate Past President</i>	<i>Brian Rock</i>
<i>Executive Vice-President</i>	<i>Rosemary Murphy</i>
<i>Vice President</i>	<i>Ginette Sauvé-Frankel</i>
<i>Vice President</i>	<i>Maxime Coté</i>
<i>Treasurer</i>	<i>Wanda Leah Trineer</i>
<i>Secretary</i>	<i>Debi Brown</i>

Let the record show that the new slate of Officers, as presented by the Nomination Committee, was elected by acclamation.

**MOTION:** (Effie Kontakos, Souvenir / Tania Djerrahian, Hillcrest Academy)

All in favour

**MOTION CARRIED**

8. **Installation of the New Board of Directors and Officers-** The Board of Directors were officially installed in their positions.

9. **Education And Literacy Committee Report** (Book of Reports, pages 38-42)  
Debi Brown spoke to the Education and Literacy Committee report. The Education Committee were concerned with the History Curriculum issue, and through participation with ComECH Quebec, visited with Education Ministry officials twice. The Literacy Committee members were busy over the summer weeding and sorting books to process for donation to schools and community libraries. The Committee granted funds to three (3) high schools to support their literacy programs. Members of the Education Committee were also active with the ground level work of NEXT school and their summer institute in July /August in Montreal

The Education/ Literacy Report was received.

10. **Membership Services Report** (Book of Reports page 54)

Marlyn Brownrigg, Membership Services Coordinator spoke to her report. Total membership for 2017 was 4297 families from 84 Member Associations in Good Standing. New Home and School Associations: Wakefield Elementary (WQSB), Forest Hill Jr, Forest Hill Sr, (LBPSB). There were 8 Regional Council meetings in 2017: 3 at AGM, 3 at Fall Conference, one for Western Quebec at the WQSB building and one for West Island High Schools at Lindsay Place High School.

Membership Awards were presented to Evergreen Elementary (LBPSB), Genesis Elementary (SWLSB), Greater Gatineau Elementary (WQSB), Maple Grove Elementary (LBPSB) and Shawinigan High School (CQSB).

11. **Resolutions Report** (Book of Reports, page 43)

**11.1 Disposition of 2017 Resolutions**

Carol Meindl spoke to the history of resolutions and their importance. Resolutions and Policy are the lifeblood of QFHSA. When Quebec Federation was founded almost 75 years ago, the Constitution made clear that resolutions and/or recommendations passed at the Annual General Meeting would complement the Federation's purpose and objectives. The Mission Statement of the Federation also refers to a central purpose; namely, acting as a voice for parents. Parents involvement in bringing resolutions to the AGM is vital for us to remain a strong voice for parents. Resolutions from 2017 were sent out to all the destinations agreed upon by the caucusing session.

**Resolution 2017.02 Libraries and Librarians - deferred**

**Resolution 2017.02 Diversity and Inclusion**

**Resolution 2017.03 History of Residential School**

**Resolution 2017.04 Quebec Secondary III IV History Curriculum in need of Change\*and Resolutions 2017.05 Software Coding\***

Responses to the resolutions were recorded and presented in the Resolutions report  
The Resolutions Report was received.

**11.2 2018 Resolutions from the floor:** There were no resolutions from the floor.

**12. Caucus Session on Resolutions-**

The delegates requested to discuss the 2018 resolutions and propose improvements to the wording without changing the original intent. The caucus sessions were moderated by Carol Meindl, Sharad Bhargava and Rosemary Murphy.

**13. Vote on Resolutions:**

**2018.01 Healthy Sleep and late School Start time**

To adopt the resolution amended through caucus session as **Healthy Sleep and School Start Time.**

**MOTION: (Effie Kontakos, Souvenir/ Samantha Patel, Merton)**

All in Favour

**MOTION CARRIED**

**2018.02 Wider Access to English Education**

**MOTION: (Tracey Mui, Chelsea Elementary / Jennifer Park, Lakeside Academy) to adopt the resolution 2018.02**

All in Favour

**MOTION CARRIED**

**2018/03 Changes to Article II Constitution**

**MOTION: (Cathenna Michaud, Maple Grove / Tracey Blouin, Beacon Hill) to adopt the resolution as amended.**

All in Favour

**MOTION CARRIED**

**2018.04 Changes to QFHSA By-Laws- Addition of Article XIII**

**MOTION: (Effie Kontakos, Souvenir / Samantha Patel, Merton) to accept resolution 2017/04.**

All in Favour

**MOTION CARRIED**

**14. Adjournment: Motion was made by Effie Kontakos, Souvenir, to adjourn the meeting.**

All in Favour

**MOTION CARRIED**

## **PRESIDENT'S REPORT**

Report to the Annual General Meeting on May 4th, 2019

Submitted by: Linton Garner, President

Dear Members,

2019 is the 75<sup>th</sup> Anniversary of the Quebec Federation of Home and School Associations and as such this year's Annual General Meeting has a special significance for us. Throughout our existence we have brought together parents and educators in the pursuit of better educational services and resources for the students within our English educational system. I say our system (even though it's public), because the English-speaking community has been integrally involved in its building and maintenance almost since its inception.

100 years ago, this year, the first Home and School meeting took place at Macdonald High School. The participants could have chosen another name, like any other organization, instead they felt it was important to link the school with the home. Why? Because they felt there is great value in having parents be involved in their child's education and in their community's schools. The originators were also wise enough to understand that if they wanted additional resources to enhance the educational experience of their children, they needed to work with other parents to raise funds and work with the schools to realize their aspirations for their children and the community.

Their foresight and vision are precisely what's needed today, and maybe even more so, given our present context. In the past year, the education system in Quebec has been slated to undergo major reform on a variety of fronts, and the place of parents in the decision process to come, has not yet been clarified. Clearly, in the case of Regional Centres replacing School Boards, parents should be very concerned that after finally increasing their presence on the governing councils of these institutions it's now being taken away. We can only presume that there will be a sterile, insensitive environment, run by civil servants unaware of the history of our community and the role of our community in building the English Education system. The regional centres will not even come close to being able to provide the input our community has through elected school boards and Home and School Associations.

The proposed ban of religious symbols within public institutions will also have a devastating effect on our school system and local associations. The only criteria for being a part of the local associations is that you embrace the MISSION of the Home and School. Home and School has been nothing if not inclusive as we have always welcomed the participation of parents from different countries, different ethnicities and different religious groups. It is unthinkable that a member of the school staff can be excluded from participating in the education system.



In fact, in 2013, came the debate over the Charter of Values as presented in Bill 60 the Quebec Federation of Home and School Associations released the following statement:

*When a Charter of Rights and Freedoms is frequently amended, in response to current situations, it should strive to improve on rights, not diminish them. To diminish rights takes away the inalienability of all rights and weakens a Charter. Bill 60 proposes to diminish the right of freedom of expression when it restricts the personal choice of wearing religious symbols.*

*The Quebec Federation of Home and School Associations Inc. cannot be party to a proposed legislation, which if passed, runs contrary to what we teach our children insofar as tolerance, respect of individual rights and religious freedoms are concerned. Bill 60 undermines the Moral and Religious Education curriculum first implemented in 1997 by the Minister of Education at the time and later modified in 2008 to become the Ethics and Religious Culture program.*

Obviously, our opinion remains the same in the face of Bill 21. We believe that using the Not-Withstanding Clause to make it law, is an undemocratic manoeuvre to cut off debate and stifle the possibility of the population to object to this heavy-handed law. The English-speaking community has been the most vocal in its opposition to this law and have vehemently protested its adoption from the beginning. This is not the Quebec or Canada we have grown up in and most of us don't want to live in a province where intolerance is *des rigueur*.

I will leave you with this thought from the late Martin Luther King , "One has a moral responsibility to disobey unjust laws." Food for thought n'est-ce pas?

## **EXECUTIVE DIRECTOR'S REPORT**

Report to the Annual General Meeting on May 4th, 2019

Submitted by: Carol Meindl, Executive Director

Every year has its ups and downs and 2018-19 was no exception. Below are some of the highlights of 2018.

### Adoption of the New QFHSA Constitution

At last year's Annual General Meeting we adopted a new constitution. The original constitution had been adopted in 1944 and the by-laws had undergone adjustments over the years but the Constitution had remained virtually untouched. It was due for some updating. A copy of the new Constitution has been provided in your kits. It is a much more specific document in what it indicates as our mission.

### Next School Innopods and Summer Institute:

QFHSA has seen many changes to the education system over the past 75 years: from confessional to linguistic school boards, from 70-80 school boards in the 1960s to the 9 we have now, but the structure of high school education itself has not changed much in the past 50 years. NEXTschool aims to change that. QFHSA has had an opportunity to be in on the ground level of the designing of a new approach to high school. We have been reporting on the progress in the QFHSA NEWS and will continue to keep the membership updated.

### A History of Achievement Project year 1

The QFHSA applied for and was granted project funding from the Secretariat Responsible for Relations with English Speaking Quebecers. This two-year funding will help us celebrate 75 years of the Federation and 100 years of Home and School activity in Quebec. The exhibition banners and interactive map will be a useful tool to illustrate the QFHSA's illustrious history.

### QUESCREN publican on Bill 101 in May 2017

QUESCREN hosted a symposium as part of ACFAS (L'Association francophone pour le savoir) '*Bill 101 at 40: The Charter of the French Language and Quebec's English-speaking communities, 1977-2017*'. QFHSA was invited to submit a chapter 'The Quebec Federation of Home and School Associations (QFHSA): the strong voice of parents regarding language legislation from Bill 101 to Bill 105 (1977-2017)' for a collection of the presentations to be published in the fall.

### Decision of MEES to not fund QFHSA in 2018-19

One of the disappointments of 2018 was the decision of the Minister of Education to not fund the QFHSA for 2019. We will have to rely on some of our reserves to make up the difference until funding can be secured again.

### Additional 20% funding from Canadian Heritage

Excellent, and timely news was received from the Department of Canadian Heritage indicating they would be increasing our yearly grant by 20% from \$95,000 to \$114,000 in 2018 and 2019. This counter balances somewhat the loss of provincial funding.

### Office space upgrade

Another disappointment was the decision of Sheila Desormeaux, our beloved Administrative Assistant, to pursue a job offer from the MUHC at the Glenn. Sad as we were to see her go, we must admit, she has left a lasting legacy! She took it upon herself to upgrade the board room, move all the bookshelves and boxes of books elsewhere, apply a fresh coat of paint, a wonderful QFHSA wall decal and order new tables and chairs. The board room is now such a wonderful space to invite groups and guests to meet. Thank you, Sheila!

### Annual Western Regional Council Meetings

Membership Services organized a very successful Regional Council meeting, in Western Quebec. This was an excellent opportunity for Home and School Associations in the shared region of Gatineau to come together to learn more about their role in the larger Federation and with their regional sister associations. This has become an annual event.

### Fall Conference

Keynote speaker at Fall Conference 2018 Maria Wahba, addressed our theme of 'Education in the 21st Century: Education for All' by reminding the attendees of what libraries have traditionally been and where she sees them going in the future. The library at St. Thomas High School was an excellent choice of venue for her presentation as it has stepped beyond stacks of books into a real maker space. The future is here.

### New Administrative Assistant

In March of 2019, we welcomed Mimi Tabaczuk as our newest team member. We look forward to working with her to provide the best assistance to our associations as possible and to keep our membership informed of developments in education in Quebec.

Thank you to the Board of Directors and my wonderful staff for their support over the past year and a big thank you to all the Home and School Executives and Volunteers for all the work they do for their school communities.

All in all, 2018 was a productive year and I look forward to working with everyone in 2019.

## **FINANCE COMMITTEE**

Report to the Annual General Meeting on May 4th, 2019

Submitted by: Leah Trincer, Treasurer

Members: Leah Trincer (Treasurer), Carol Meindl (Executive Director), Sheila Desormeaux (Administrative Assistant), Marlyn Brownrigg, Membership Services Coordinator

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. Reviews the financial reports submitted by the local Home and Schools.

### Activities:

- Prepared the Proposed 2020 budget for 2019 AGM.
- Reviewed and revised policies and procedures on expense reporting.
- Shared financial report information at Board of Director and Executive Meetings.

Financial changes: The board acknowledged that we follow generally accepted accounting principles for non-profit organizations.

Funding: Federal funding remained stable as confidence with the work we do continued. Canadian Heritage granted QFHSA two-year funding (2018-2020) of \$114,000 each, an increase of \$19,000 annually.

The Ministry of Education decided not to fund QFHSA in 2018-19 however the 2018 financial statement shows the 2017-18 grant in two payments: \$15,000 in April 2018 and \$10,000 in September 2018.

The Finance Committee submitted a notice of motion to the 2018 AGM to increase membership fee from \$18.00 to \$20.00 for 2019-20 school year.

Budget: The revised forecast for 2019 and a proposed budget for 2020 fiscal year was presented by the Committee. The financial statement for January 1 to December 31, 2018 as prepared by Verelli-Arrizza was also presented.

**RECOMMENDATION:** The Finance Committee recommends that the proposed budget for 2020 be approved by the membership at the Annual General Meeting, May 4, 2019.

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS FINANCIAL STATEMENTS

REVENUE	2018 ACTUALS	2018 BUDGET
<b><u>Membership &amp; Services Income</u></b>		
Membership Fees- Family	\$80,000	\$84,775
Membership fees individuals	100	104
Federal Canadian Heritage grant	95,000	109,250
Quebec Government grant	25,000	16,667
Other government grants	5,000	3,150
Other revenue	1,500	2,487
News, advertising and subscriptions	2,500	12
Conferences	10,500	8,150
Interest earned	200	290
Administration fees	5,000	4,450
<b>TOTAL REVENUE</b>	<b>224,800</b>	<b>226,335</b>
<b>EXPENSES</b>		
Professional fees	7,200	7,796
Insurance	19,000	17,035
Salaries and employee benefits	91,250	111,135
Rent, electricity and occupancy charges	26,000	27,335
Fees and honorariums	1,000	2,528
Office supplies	10,000	12,404
Postage and courier	2,700	2,660
Telecommunications	6,000	4,495
Home and School NEWS	18,000	13,225
Travel and conferences	25,500	23,113
Committee costs	4,400,	1,957
CHSF Affiliation fees and others	2,150	-
Special Projects	8,750	7,495
<b>TOTAL EXPENSES</b>	<b>222,000</b>	<b>231,178</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 2,800</b>	<b>-\$4,843</b>

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS FINANCIAL STATEMENTS

<b>REVENUE</b>	<b>2019 BUDGET</b>	<b>2020 BUDGET</b>
<b><u>Membership &amp; Services Income</u></b>		
Membership Fees- Family	\$84,000	\$80,000
Membership fees individuals	100	400
Federal Canadian Heritage grant	95,000	114,000
Quebec Government grant	25,000	37,000
Other government grants	5,000	200
Other revenue	2,000	200
News, advertising and subscriptions	2,500	1,000
Conferences	10,500	7,200
Interest earned	-	200
Administration fees	4,750	4,500
<b>TOTAL REVENUE</b>	<b>228,850</b>	<b>244,700</b>
<b>EXPENSES</b>		
Professional fees	7,250	7,000
Insurance	17,000	18,000
Salaries and employee benefits	94,900	106,200
Rent, electricity and occupancy charges	29,380	29,500
Fees and honorariums	7,500	11,000
Office supplies	9,500	9,000
Postage and courier	2,250	3,000
Telecommunications	4,500	6,000
Home and School NEWS	16,200	15,500
Travel and conferences	25,700	32,000
Committee costs	5,500	1,500
CHSF Affiliation fees and others	2,150	2,650
Special Projects	10,200	7,500
<b>TOTAL EXPENSES</b>	<b>232,030</b>	<b>248,850</b>
<b>NET INCOME</b>	<b>-\$3,180</b>	<b>-\$4,150</b>

## **NOMINATIONS COMMITTEE**

Report to the Annual General Meeting, May 4, 2019

Submitted by Brian Rock, Nominations Chair

### **Mandate**

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

The first call for nominations was emailed to the local associations on Dec 8, 2018 in an e-bulletin and then again February 27<sup>th</sup>, 2019. Nominees must be paid up members in good standing. [QFHSA By-laws Article VI.4] Nominations should be signed by at least two, and preferably three, persons from the local Association and/or the QFHSA Board of Directors.

### **Deadline**

The deadline for receiving nominations to be voted on at the AGM was April 15, 2019. Nominations received after that date would be considered by the Board of Directors for appointment. [QFHSA Standing Rules Article VII.3]

### **Directors completing 1st year of the two-year term 2018-2020**

Brian Rock  
Rosemary Murphy  
Michael Nalecz

### **Directors completing 2nd year of the two-year term 2017-19 and seeking another 2-year term**

Linton Garner  
Ginette Sauv -Frankel  
Maxime Cote  
Debi Brown  
Wanda Leah Trineer\*

**Nominees** – According to QFHSA By-Laws, no Director can serve more than five 2-year terms without permission from the Board, to be determined at a meeting prior to AGM (By-Law Article III.1.c). \* Wanda Leah Trineer has served 13 years as a Director and has been permitted to stand for nomination for another term by the Board of Directors. As of April 4, 2019, the committee had received the following nominations and proposed the following nominees for election to the Board of Directors 2019-2021:

Linton Garner  
Wanda Leah Trineer  
Debi Brown  
Ginette Sauv  Frankel  
Maxime C t   
Renate Sutherland  
Bobbi Brown

### **Officers of the Federation**

According to the 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-elected Directors

### **Nominees for the Officers of the Federation 2019-2020**

Nominee for President- Linton Garner  
Nominee for Executive Vice president- Rosemary Murphy  
Nominee for Vice President- Ginette Sauv - Frankel  
Nominee for Vice president- Maxime C t   
Nominee for Treasurer- Wanda Leah Trineer  
Nominee for Secretary- Debi Brown

### **Committees**

Committee chairs can be held by a Director or an individual appointed by the Board. Volunteers are always welcome to participate on any Committee that interests them. Our most active Committees, at the present time, are: Rights & Resolutions, Education & Literacy, and Membership.



## LITERACY COMMITTEE

Report to the Annual General Meeting- May 4, 2019

Submitted by Debi Brown - Chair, Carol Meindl - Executive Director, Marlyn Brownrigg - Membership Services

### 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 – Debi Brown (Chair), Carol Meindl (Executive Director), Marlyn Brownrigg (Membership Services), Sheila Desormeaux (to December 2018), Jacqueline Barbieri (Volunteer)

### Activities May 2018 - April 2019

**1.0 Reluctant Reader Project:** This project supports reading at the high school level. Teachers and students look for reading materials that are not only interesting to teenagers but also cater to the reading level of each student. One of the main goals of this program is to encourage and foster a love of reading, especially among adolescents who struggle. Only three (3) teachers took advantage of this program – Gaspé Polyvalent (ESSB), Beaconsfield High School (LBPSB) – teachers from cycle one and cycle two. Requests for theme and/or grade-specific books were also included on the funding application. The staff members responsible for these programs were encouraged to send pictures or write an article for the QFHSA NEWS.

From John Sams a teacher at Gaspé Polyvalent –

*“I have received your financial aid for many years to build up our “reluctant reader” program in the school. Each year we are overjoyed to receive the attention and support of your organization. You are making a difference in the lives of teenagers!”*

### **2.0 Born to Read:**

- a) The QFHSA donated five (5) *Born to Read* bags each to Grosse Ile School and the Heritage Lower St. Lawrence Library in Metis-sur-Mer for the toddlers in their community. In addition, these organizations purchased another five (5) *Born to Read* bags.
- b) Roslyn and Edgewater Elementary Schools/Home and School Associations continue to organize *Born to Read* events for their school communities.

### **3.0 New Connections/Book Donations from the QFHSA (since April 2018):**

- a) Making New Connections: The QFHSA Literacy committee networked with some new organizations/projects this year: The Literacy Exchange's (TLE) *1000 Books before*

*Kindergarten* project, the Waapihtiwewan School in Ouje-Bougoumou, Québec and *First Book Canada*. Boxes of books were donated to TLE and Waapihtiwewan School and new books were purchased from *First Book Canada* at discounted prices. Books from *First Book Canada* are destined for economically disadvantaged communities or areas where access to books is limited.

- b) Other book donations: Boxes of books were sent to the West Island Black Community Association (WIBCA), Heritage Lower St. Lawrence Library, New Carlisle High School, Gaspé Polyvalent High School, Beaconsfield High School, Place Cartier Adult Education Centre, *Dans la Rue*, the West Island Women's Centre, Faunus Educational Institution and new Home and School Associations – Pierre Elliott Trudeau Elementary (WQSB) and St. Michael High School (WQSB).

Many thanks to Jacqueline Barbieri for donating her time and to the War Memorial Library in Hudson for their book donations.

**4.0 Updating Resolution 2011-01 on Funding for Libraries and Librarians:** A survey was sent out in June 2018 and though the response sample was small there were shared concerns:

- Library space is shrinking due to increased school enrollment or the library is being transformed into a learning commons/maker space.
- Due to a lack of funding, access to trained personnel is an issue especially in non-urban areas. This means books are not processed or weeded on a regular basis.

Work on the resolution has begun and will be completed in 2019-2020.

## **RIGHTS AND RESOLUTIONS COMMITTEE**

Report to the Annual General Meeting- May 4, 2019

Submitted by Brian Rock, Chair, and Carol Meindl, Executive Director

Members: Brian Rock, Chair; Linton Garner, President; Bobbi Brown, President of St Thomas H&S; Mike Nalez, QFHSA Director; Carol Meindl, Executive Director; Mimi Tabaczuk, Administrative Assistant; Marlyn Brownrigg, Membership Services Coordinator; Sharad Bhargava, St Thomas H&S.

### Rights Committee Activity

Members of the Rights Committee continued to be active representing QFHSA at the ComECH (Committee for the Enhancement of the Curriculum of History of Quebec) table and at APPELE-Quebec (Alliance for the Promotion of Public English-language Education in Québec) in order to address the issues of 1) Omissions in the Secondary III & IV History Curriculum and 2) The Minister of Education's proposed legislation to abolish democratically elected school boards and replace them with school administrative service centers.

### Resolutions 2018

Four (4) resolutions were presented and subsequently adopted at the 2018 AGM:

RESOLUTION 2018/01 Healthy Sleep and School Start Times

RESOLUTION 2018/02 Wider Access to English Education

RESOLUTION 2018/03 Changes to Article II QFHSA Constitution

RESOLUTION 2018/04 Changes to QFHSA BY-LAWS-Addition of Article XIII

### Dissolution

Disposition of Resolutions - **Resolution 2018/01 and Resolution 2018/02** were sent to all the destinations indicated by the caucusing sessions. The following responses to Resolutions 2018/01 and 2018/02 were received:

- Benoit Renaud, Quebec solidaire
- Kristine Derkson, Correspondence Officer for Premier of Manitoba Brian Pallister
- Scott Moe, Premier of Saskatchewan
- Stephanie Roy, Special Assistant to Manitoba Minister of Education and Training
- Doug Ford, Premier of Ontario.
- Manon Coté, Director of Ministerial Correspondence Secretariat for the Honourable Mélanie Joly
- Bruno Pelletier, Political Attaché, for Sébastien Proulx

- Raymond Theberge, The Commissioner of Official Languages of Canada
- Zach Churchill, NS Minister of Education and Early Childhood Development, on behalf of Nova Scotia Premier Stephen McNeil.
- M.F. Bustos, Executive Correspondence Unit for Prime Minister Justin Trudeau
- Stephanie Dallaire-Turmel, Adjoint Administrative to Isabelle Melançon, MNA Verdun.
- Geoffrey Hips, President, Leadership Committee for English Education in Quebec (LCEEQ)
- Sébastien Joly, President of the Quebec Provincial Association of Teachers (QPAT)

**Resolution 2018/03 and Resolution 2018/04** were sent to Brian Sher, Legal Counsel for the Quebec Federation of Home and School Associations, to officially deposit with Revenu Quebec.

In early 2019, the QFHSA began a partnership with the Quebec Community Groups Network, (QCGN), the Quebec English School Boards Association (QESBA) and the English Parents' Committee Association (EPCA) to launch APPELE-Quebec, the Alliance for the Promotion of English Language Education in Quebec. This alliance will fight for the retention of English language school boards with democratically elected school board commissioners.

### Statement of Policy

The Statement of Policy is a compilation of statements based on resolutions passed over the years by the delegates at the Annual General Meeting. It complements the purposes and objectives of Quebec Federation of Home and School Associations Inc. Following the AGM, it is updated each year and copies distributed to the local associations. Copies have been posted to the QFHSA website as well as made available in the 2019 AGM kits.

## **ADMINISTRATIVE/ OFFICE SERVICES-HIRING REPORT**

Report to the Annual General Meeting – May 4, 2019

Submitted by Carol Meindl, Executive Director

### **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 office activities to the Board of Directors, including recommendations when appropriate.
- To oversee the organization of the various committees of the Federation, including finding chairpersons.

### **Administrative changes:**

There were some changes in administration this year. The committee mandates were reviewed and were reorganized into the following committee structure:

#### **Standing Committees**

<b>Executive</b>	<i>Chair- Linton Garner</i> -History/ Archives project, Constitution/ By-Laws (QFHSA) -Outreach/ Communications (external)
<b>Nominations</b>	<i>Chair- Brian Rock</i>
<b>Finance</b>	<i>Chair- Leah Trineer</i>

#### **Ad Hoc Committees**

<b>Membership</b>	<i>Co-Chairs- Rosemary Murphy/ Maxime Côté</i> Membership Services Communications (internal) Constitution/ By-Laws (Associations)
<b>Education</b>	<i>Chair- Debi Brown</i> Literacy
<b>Rights and Resolutions</b>	<i>Chair- Brian Rock</i>

### **Staffing Changes:**

There were staffing changes in 2018-19:

**Sophie Luu**, a summer student, was hired in July 2018 under the Canada Summer Jobs Program to work on scanning the QFHSA Board of Director minutes and Executive Committee minutes from 1944 to 2017.

**Marissa Stimpson** was hired as archivist for a short term contract May- September to continue work on the archives.

**Jing Zhang**, an archivist student from McGill, was hired for a short contract to assist Marissa Stimpson. From December 10-March 31, Jing Zhang began work on the Anniversary project, funded by the Secretariat Responsible for Relations with English- Speaking Quebecers.

**Bing Bai**, another archivist student from McGill was hired on a short term contract to assist Jing in the anniversary project.

**Sheila Desormeaux**, resigned her position as Administrative Assistant in January 2019. There was a call for resumé's from Home and School Associations.

**Mimi Tabaczuk** was hired to take on the position of Administrative Assistant. She began work just after March Break.

**QFHSA Office Staff 2018-19:**

Sheila Desormeaux	Administrative Assistant (to January 15, 2019)
Mimi Tabaczuk	Administrative Assistant (from March 11, 2019)
Marlyn Brownrigg	Membership Services Coordinator
Carol Meindl	Executive Director

**Contract Positions:**

Alexandra Hayden	Editor, QFHSA NEWS
Marissa Stimpson	Archivist
Sophic Luu	Archivist Assistant - July 30, 2018 -September 30, 2018
Jing Zhang	Archivist Assistant - June 7, 2018 - July 18, 2018 Dec 10, 2018 - March 31, 2019
Bing Bai	Archivist Assistant - Dec 20, 2018- March 31, 2019

**Board of Director Changes:**

Rhonda Boucher and Tanima Ghosh completed their 2-year term 2016-2018 and did not stand for re-election.

**Board of Directors 2018-19:**

Linton Garner	President
Brian Rock	Immediate Past President ( <i>non-voting</i> )
Rosemary Murphy	Executive Vice President
Ginette Sauvé-Frankel	Vice-President
Maxime Côté	Vice-President
Wanda Leah Trineer	Treasurer
Debi Brown	Secretary
Michael Nalecz	Director
Carol Meindl	Executive Director ( <i>non-voting</i> )

## **HISTORY / ARCHIVE PROJECT**

Report to the Annual General Meeting May 4, 2019

Submitted by Carol Meindl, Project Manager

**Mandate:** To bring both the QFHSA History and Archives up to date as 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, beginning in the 1920s into the 21<sup>st</sup> Century.

**Project staff:** Carol Meindl, Supervisor; Marissa Stimpson, Archivist; Jing Zhang, Sophie Luu and Bing Bai, Archivist Assistants

### **ACTIVITY TO DATE**

#### **Phase I - Complete**

This initial phase involved the Archivist becoming familiar with the archival holdings, the existing finding aid, and planning out the integration of the "new" archives into the existing system. This included:

- All legacy documents reintegrated into the box list
- Over 100 boxes of "new" material integrated into the existing finding aid according to the previously established schema
- Media types with different storage requirements were separated and are waiting to be integrated into the finding aid (eg: Floppy disks, photographs, cd files)
- 5 linear meters of extraneous duplicate material was weeded from the main archival fonds resulting in almost a full shelving unit of free space for future archival needs. For material in high demand, such as newsletters and briefs, several extra copies were made accessible outside the archive in a filing cabinet to ensure the longevity of the archival documents.

#### **Simultaneous projects-complete**

##### **The Resolutions Digitization Project**

Ran concurrent with Phase I. All 397 resolutions in the QFHSA archive 1949-2018 are now digitized as PDFs and are keyword searchable in a Zotero database. Each resolution was tagged by subject, resolutions linked and uploaded as a .pdf version for quick reading and relevant metadata was added. These files are currently only available from the computer in the archives room.

##### **The Minutes Digitization Project (part 1)**

Ran concurrent with Phase I. The 489 sets of minutes from Executive Meetings 1940-2018 (Fonds series 1.3); Board of Director minutes (1940-2018); and Council of Representatives and Board of Directors QFHSA joint minutes (1945-1971) have been digitized as PDFs and are keyword searchable in a Zotero database. Zotero is a free resource that allows for sharing via its online version which can be integrated to the QFHSA website. The project was expanded to include 68 briefs, statements and position papers (1956-2016).

### **The Photograph Digitization Project (part 1)**

This project began as 163 identified photographs were scanned front and back and labeled. There are still hundreds of photos, organized by event, to be identified and labeled.

### **BRIEF HISTORY OF ACHIEVEMENT**

The *Brief History of Achievement* booklet was translated into French in 2017. Two hundred (200) copies of the French translation *Une Histoire de realisation* were printed and are available at the office for promotional purposes.

### **QFHSA NEWS**

The remaining issues of the NEWS 1965-2010 were scanned and OCR'd. Issues from 2010 – 2018 originally produced electronically, were integrated into the archive.

### **LOCAL HOME AND SCHOOL ASSOCIATIONS MATERIAL**

Former Presidents of Northview Home and School deposited four (4) boxes of archival material and Forest Hill Home and School deposited two (2) boxes comprising historical material from 2005-2012.

### **QFHSA NEWS ARTICLES**

Six (6) articles have been printed in the QFHSA NEWS utilizing material in the archives.

- *Volume 56 issue 1*     **My First Job in Canada** submitted by Jing Zhang, Summer Student, reflecting on her experience working with the QFHSA archives
- “     “     **The Call for Integrated Sex Education in Quebec School Curriculum: An ongoing issue** submitted by Carol Meindl reflecting on the struggle of Home and Schools to get appropriate sex education into school curriculums since 1949.
- “     “     **QFHSA Bringing Important Matters to the Educational Forefront** submitted by Sophie Luu, Summer Student, reflecting on her experience working with the QFHSA archives.
- *Volume 56 Issue 3* 1944-2019 : 75th Anniversary advertisement.
- *Volume 57 Issue 1*     **Tribute to Gisela Amarica** submitted by Carol Meindl, reflecting on the contributions of one of our most dedicated volunteers who passed away on January 31, 2019.
- “     “     **Religious Accommodation in Quebec** submitted by Carol Meindl, looking at the QFHSA's response to The Quebec Charter of Values in light of 2019's Bill 21.
- “     “     **QFHSA Presentation 2014- For the Record** submitted by Carol Meindl, sharing the oral presentation QFHSA made to the Committee on Institutions in 2014 opposing Bill 60 The Quebec Charter of Values.



## **Phase II (began April 7, 2019)**

The separated media types will be accessioned into the finding aid and stored in a manner best suited to their needs and cross referenced to their original folders. This includes photographs in legacy files not yet removed.

- Photographs stored together and removed from any albums with "glue sheets"
- Negatives removed from old sheets

With the accessioning of these materials all items will be accounted for and the new finding aid distributed to the office. All versions of the old finding aid will be destroyed with the exception of the original work as done by the previous archivist, which will be accessioned into the archive.

The final Phase involves digital media as stored on CDs, DVDs, diskette and the QFHSA computers and external hard drives. These digital files should mirror the finding aid and resemble a subject based classification scheme. Any files which are past their retention schedule will be destroyed as per government mandate. All files will be stored on external hard drives with the possibility of a third-party host depending on resources.

Northview and Forest Hill Association archive material deposited will be weeded, sorted and integrated into the archive.

The Potter Fonds will be described and archived.

If there is time remaining, preliminary work may begin on the Canadian Home and School Federation material we hold in trust.

## **COMMUNICATIONS, MEDIA AND PUBLIC RELATIONS**

Report to the Annual General Meeting, May 4, 2019

Submitted by Carol Meindl, Communications Chair

**Communications team:** Johnnie Cluff and Alexandra Hayden, Qu'Anglo Communications and Consulting, QFHSA NEWS Editor & Layout Graphic Designer; Carol Meindl, Sheila Desormeaux, (Website updates, Facebook, Twitter posts, e-Bulletins)

**MANDATE:** To oversee the implementation of initiatives to promote the mission and highlight the activity of the QFHSA through various media including, QFHSA NEWS, QFHSA website, Facebook pages, Twitter, press releases, interviews and articles.

**QFHSA NEWS:** The Editorial Committee ( Johnnie Cluff and Alexandra Hayden, Qu'Anglo Communications and Consulting, Editor & Layout Graphic Designer; Carol Meindl, Marlyn Brownrigg, Sheila Desormeaux) 4 issues of the NEWS were published: Summer (Volume 56 Issue 2) Fall ( Volume 56 Issue 3) Winter (Volume 56 Issue 4) and Spring (Volume 57 Issue 1).

**QFHSA Website:** [www.qfhsa.org](http://www.qfhsa.org) Regular updates of the website were made on average twice a month. Our webmaster was Cathy Ashford McKeough. The main objectives of the website is to provide easy access to forms for Home and School Executives as well as information for our members. Traffic is heaviest during the months of April and October (prior to AGM and Fall Conference respectively) and we average about 3.5 visits a day - (25% returning visitors and 74.8% new visitors). However, our website was hosted on an antiquated platform and experienced numerous crashes. In January 2019 it crashed for good. Fortunately, a very generous Home and School member volunteered to create a new website for the QFHSA and it was launched on April 8, 2019, by Media Mall.

**FACEBOOK:** QFHSA Facebook page (@QFHSA)- 557 likes, up from 467 in 2017 an increase of ~20%, with an average of one (1) post per day. 589 followers up from 488 in 2017.

**TWITTER:** 268 followers (up from 237), with an average of one tweet per day. QFHSA twitter account is linked to QFHSA Facebook page.

**Press Releases:** In the past few years, QFHSA has not sent out regular press releases. Instead, we do target emailing of documents to various organizations directly.

**E-Bulletins:** Four (4) E-bulletins were sent to the local association presidents in 2018-19 with important information and links.

**QFHSA in the news: Web article: QCGN Daily Briefing** January 16, 2018 74th QFHSA Annual General Meeting & Awards Dinner.

**Web article QCGN Network News** June 2018 History Curriculum Reform

## **HOME AND SCHOOL NEWSLETTER AWARDS**

The 2018-2019 Newsletter Awards were presented to:

*Lord Aylmer Elementary – Editor, Natalie Filiou and  
Beaconsfield High School – Editor, Corrinne Tendo*

## **PUBLICITY AND PROMOTION**

- QPAT Convention November 8-9, 2018.- Hyatt Regency Montreal, information table
- QCGN Information Sharing Evening with MNA's at the National Assembly April 17, 2019
- Quebec Anglophone Heritage News Spring 2019 issue

Conclusion: QFHSA needs the resources of a dedicated Communications Officer to improve media outreach and promotion of QFHSA activities.

**RECOMMENDATION:** That QFHSA apply for extra funds to support a part time Communications Officer with responsibilities that include editing the QFHSA NEWS magazine, managing website/Facebook/Twitter, writing press releases/ providing communication workshops to member associations.

## **MEMBERSHIP SERVICES**

Report to the Annual General Meeting – May 4, 2019

Submitted by: Marlyn Brownrigg, Membership Services Coordinator; Rosemary Murphy and Maxime Côté Membership Committee members

### **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. To encourage local associations to host regional council meetings for Home and Schools in their area.

### **Executive Training Workshops and Regional Council Meetings:**

#### **Executive Training:**

- The back-to-school Montreal-area Executive training workshop was held at the QFHSA office on October 2, 2018. Twenty-five members attended representing sixteen local associations. The workshops covered the role of Presidents/Vice-Presidents, Treasurers and Membership/Communication chairpersons. Local associations continue to move from paper transactions to online campaigns and payments. Each participant received a Toolbox for their position along with other material to take home to their local associations.
- At the 2018 Fall Conference, an Executive Training Workshop was part of the fall conference workshop line-up. Toolboxes with materials for all the executive positions were distributed to all participants.

#### **Regional Councils:**

- On February 9, 2019 a regional council and executive training workshop was held at the Western Québec School Board (WQSB) offices in Gatineau. Representatives from eight (8) local Home and Schools attended. A combined-information Tool Box was given to each participant and all the Executive roles were discussed during the training portion. Melissa Smith, from Eardley Home and School, was appointed as the Western Québec regional representative on the QFHSA Board of Directors.
- Additional regional council meetings were organized at the 2018 QFHSA Annual General Meeting as well as at the 2018 Fall conference. At both events, there were three groupings – two divisions for elementary schools and one for high school Home and School Associations.

### **Meetings with Local Associations:**

Besides telephone consultations throughout the year, thirteen face-to-face meetings were held with Executive members from local associations. Topics included working relationships among Home and School members, constitution and by-laws and defining the “diamond” relationship between Home and School, administration, staff and governing board.

**Insurance:** BFL, the QFHSA’s insurance company, was given a comprehensive list of all the activities that Home and Schools organize. In September 2019, Home and Schools will be asked to submit one insurance certificate for food-based activities i.e. pizza lunch as food allergies are now commonplace. As in the past, insurance certificates are needed for afterschool and off-site events.

**Results (approximate) of the 2018/2019 Membership Campaign (to April 6):**

	<u>2018-2019</u>	<u>2017-2018</u>
Family Memberships (thorough locals):	4147	4239
Associate Memberships (through locals)	103	55
Individual Memberships	3	3
Local Associations in Good Standing	80	84

**New Home and School Associations:** Welcome to Pierre Elliott Trudeau Elementary (WQSB) and St. Michael High School (WQSB).

**2018-2019 Membership Awards:** Beacon Hill Elementary (LBPSB), Edgewater Elementary (LBPSB), Forest Hill Elementary Sr (LBPSB), John Rennie High School (LBPSB) and Royal West Academy (EMSB).

**Honorable Mentions:** Ayer’s Cliff Elementary (ETSB), Chelsea Elementary (WQSB), Clearpoint Elementary (LBPSB), Greater Gatincau Elementary (WQSB), Merton Elementary (EMSB), Pierre Elliott Trudeau Elementary (LBPSB), St. Edmund Elementary (LBPSB), St. Thomas High School (LBPSB), Willingdon Elementary (EMSB).

**Membership Committee Recommendations and Challenges:**

**Membership Fee Increase:** The membership fee has been \$18.00 per family since 2010. As per the notice given at the 2018 Annual General Meeting, the membership committee recommends that the fee be increased to \$20.00 per family effective September 1, 2019.

**2019-2020 Elementary and High School Home and School Relationship:** Involvement with Home and School at the high school level seems to be on the decline. The relationship with elementary “feeder” schools and the high school Home and Schools needs to be strengthened with help from the QFHSA membership committee.

## **A HISTORY OF ACHIEVEMENT SPECIAL ANNIVERSARY PROJECT**

Report to the QFHSA Annual General Meeting, May 4th, 2019

Submitted by Carol Meindl, Project Manager

Project Team: Carol Meindl, Project Manager; Jing Zhang, Archive Researcher; Bing Bai, Assistant Archive Researcher; Martha Lodge, Graphic Designer; Katia Grubisic, Translator and Editor.

### **Background:**

In 2018, the Quebec Federation of Home and School Associations applied for, and was granted, funding from the **Secretariat Responsible for Relations with English-Speaking Quebecers** of \$43,000 for a two-year project celebrating the 75th Anniversary of the Federation and 100 years of Home and School activity in Quebec. The project includes specific activities for each year.

### **YEAR 1 - 2018-19**

Create a searchable database for Home and School activity of individual associations-past and present. Currently in our archives we have every executive list from every association over the past 75 years with an assortment of correspondence. However, it is in the pages of the QFHSA NEWS, our quarterly news magazine, in continual publication since 1944, where an additional wealth of information lies. Over the years, associations have submitted articles to our “Focus on the Locals” feature. These articles highlighting their activities and projects, will be lifted from the pages and added to the member association files to give a richer picture of the contributions of these parents. This database will serve the member associations going forward to support legacy projects of their own and to aid researchers.

Create a traveling exhibition of the **History of Home and School in Quebec 1944-2019: A History of Achievement**. A series of exhibition banners will be designed featuring text and photos highlighting QFHSA activities in Education, Rights, Health and Welfare, Citizenship, Leadership, Literacy Projects, and Safety/Transportation. This traveling exhibit will be available for loan to our member associations and taken to education forums and conferences. It will serve as promotional material for the QFHSA, for Home and School associations individually and will serve as an inspiration for all parents to value their involvement in their schools and their children's education.

### **YEAR 2 - 2019-2020**

Create an **Interactive Map of Historical Locations of the Home and School Associations-Past and Present**. (~370 schools from 1944-2019) Each point on the map will be linked to a page with information on the formation of the associations, photos, early leadership and a selection of its activities, provided from the work in YEAR 1 mentioned above. This map will eventually be linked to the QFHSA website and be accessible to members and the general public.

Host an Annual Fall Conference in 2019 with an anniversary theme and host an Anniversary Celebration Banquet. Invite and subsidize travel for members from the regions to attend both events. Convene a blue-ribbon panel to reflect on the legacy of QFHSA. Invite guest speakers to recall

historical moments. Publicize the event and invite education stakeholders, the general public as well as membership to attend. Display exhibition banners and make a video recording of the event. Celebrate 75 years of QFHSA and 100 years of Home and School activity in Quebec.

The English exhibition banners are on display at the 2019 Annual General Meeting. A booklet listing all the QFHSA Award Recipients and currently active Home and School Associations is also available.

The project will be completed with the printing of a special anniversary issue of the QFHSA NEWS for distribution to the membership in 2020.

**Challenges experienced:**

- Home and Schools associated with schools that changed names and buildings made it difficult to plot exact locations for the interactive map. School board archives, which were consulted, were helpful but even then, limited.
- Deciphering Home and School leadership names written in cursive.
- Women's names written in association with their husband e.g. Mrs. Fred Wilson.
- Locating historic Home and Schools in towns that no longer exist e.g. the mining town of Gagnon, QC.
- Choosing which historic photos out of hundreds to include on the banners from 75 years of activity.

## **AGM 2018**

Report to the Annual General Meeting May 4, 2019

Submitted by Sheila Desormeaux, Administrative Assistant

Theme: “*Education in the 21st Century*”

<u>Arrangements:</u>	Coordinators:	Marlyn Brownrigg, Carol Meindl, Sheila Desormeaux
	Book of Reports:	Sheila Desormeaux, Carol Meindl, Marlyn Brownrigg
	Nominations:	Rosemary Murphy
	Registration:	Office
	Resolutions	Carol Meindl
	Membership Awards:	Marlyn Brownrigg
	Newsletter Awards:	Tanima Ghosh
	Awards and Prizes:	Carol Meindl, Marlyn Brownrigg, Tanima Ghosh
	Parliamentarian:	Debi Brown
	Speaker’s List:	Marlyn Brownrigg
	Recording Secretary:	Sheila Desormeaux
	Time Keeper:	Rosemary Murphy
	Credentials:	Marlyn Brownrigg
	Scrutineers:	Marlyn Brownrigg, Carol Meindl
	Steering Committee:	Maxime Cote, Linton Garner

**Highlights:** Keynote speaker, Mr. William Floch, Assistant Secretary General to Kathleen Weil, Minister responsible for the English community and the Secretariat for Relations to English Speaking Quebecers, spoke to the delegates about the first few months of the Secretariat and the town hall consultation events that were held. He indicated a commitment to supporting the English-Speaking community and representing their needs to the government.

### 1. Annual General Meeting & Conference – Saturday, April 28, 2018

a) Registration: 56 people, representing 22 member Home and School Associations and including special guests:

***Cameron Gray***, President, Quebec Association of Geography Teachers and Global Educators;

***Charles Taker***, Liaison for the Office of the Commissioner of Official Languages;

***Gabrielle Guillon***, Coordinator, Quebec Project, Canadian Parents for French;

***Dan Lamoureux***, Vice President QESBA.



b) Greetings were brought forth from the following individuals representing their respective organizations: Rosemary Murphy, Quebec Representative, Canadian Home and School Federation; Brian Rock on behalf of Cathrine Le Maistre, Chair of the Advisory Board on English Education, Charles Taker, Liaison for the Office of the Commissioner of Official Languages and Gabrielle Guillon, Coordinator Quebec Project, Canadian Parents for French.

c) The business meeting approved the minutes of the previous AGM on April 29, 2017, as well as the revised budget for 2018 and the proposed budget for 2019.

d) Election of the Board of Directors was held and Carol Meindl, Executive Director conducted the Installation Ceremony in her capacity as Past President.(2009-2011).

One new Director was elected: Mike Nalecz. Rhonda Boucher and Tanima Ghosh both stepped down from the Board.

e) Four (4) resolutions were discussed (Healthy Sleep and Late School Start Time, Wider Access to English Education, QFHSA changes to Article II of the Constitution and QFHSA By-Laws and Addition of Article XIII Dissolution.

f) Once the business meeting was adjourned, the afternoon concluded with three (3) regional councils: one for high school and two groups for elementary schools.

## 2. Awards Banquet

a) Attended by 98 people including Directors, and guest Charles Taker, Liaison Officer, Office of the Commissioner of Official Languages There were 21-member Home and School associations represented.

b) The Master of Ceremonies was Tanima Ghosh.

c) Three (3) major awards were awarded:

**Gordon Paterson Award:** Steven Dubinsky, music teacher from Westwood Jr. High School.

**Pat Lewis Humanitarian Award:** Rhiannon Sparkes from Dorset Elementary School.

**Pat Lewis Environmental Award:** Willingdon Elementary School parents, staff and students

d) There were **19 Unsung Hero Awards** and **16 Golden Torch Awards** presented.

e) Membership awards were presented to: Evergreen Elementary, Genesis Elementary and Maple Grove Elementary. Absent award winners were Shawinigan High School and Greater Gatineau Elementary.

f) Newsletter Awards were presented to: St. John Fisher Elementary and Cedarcrest Elementary.

g) We once again had the dance feature added to our program of activities with Chris Blais from Manta Studios, providing the music.

h) Photographer for event was Howard Kay.

### 3. Recommendations for the next year

- Send a letter to associations that have not attended AGM in the last five (5) years as attaining quorum is always a challenge.
- Have a meeting to go over script with all involved.
- Receive all reports for Book of Reports by the end of March
- Lighting from Manta Studios to brighten podium area.

## **EXECUTIVE WORKSHOP REPORT**

Report to the Annual General Meeting, May 4th, 2019

Submitted by: Sheila Desormeaux 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.

**Date:** The Executive Training Workshops took place on October 2nd, 2018 at the QFHSA office.

**Attendance:** In total 25 people attended representing 16 local associations:

Beacon Hill Elementary	Beaconsfield High School	Cedarcrest Elementary
Christmas Park Elementary	Children's World Academy	Gardenview Elementary
Honore Mercier Elementary	Kingsdale Academy	Lindsay Place High School
Merton Elementary	Roslyn Elementary	Sherbrooke Academy
Springdale Elementary	St. John Fisher Elementary	St. Patrick Elementary
St. Thomas High School		

**Workshops:** There were 3 (three) workshops:

### **President's Workshop:**

Sandra Gesualdi, President at St. John Fisher (LBPSB) and Carol Meindl, Executive Director QFHSA led the President's workshop. Ten (10) people attended. Feedback received indicated that the workshop is really for NEW presidents and presidents with more experience may appreciate their own separate regional councils to discuss various topics such as activities, fundraising, insurance, fees and governing board approval.

### **Treasurer's Workshop:**

Marlyn Brownrigg, QFHSA Membership Services coordinator facilitated this workshop. Six (6) people attended.

Attendees discussed online payment options and best practices.

### **Membership/Communications:**

Barbara Schnider, past Membership Chair of Lindsay Place High School (LBPSB) and Sheila Desormeaux QFHSA Administrative Assistant facilitated this workshop. Ten (10) people attended. Kit was reviewed. Engaging discussion ensued about social media and how to best communicate with parents. Many questions were answered, attendees were happy to have attended.

## **FALL CONFERENCE 2018**

Report to the Annual General Meeting May 4, 2019

Submitted by: Sheila Desormeaux, Administrative Assistant

The Fall Conference was held on November 3<sup>rd</sup>, 2018, at St. Thomas High School in Pointe-Claire, Quebec. Guests were hosted by the St. Thomas Home and School Association.

**A) Attendance:** 41 members representing 20 Home and Schools (6 High Schools and 14 elementary schools) attended along with nine (9) invited guests and six (6) QFHSA board members for a total of 56 not including three (3) QFHSA staff members or the four (4) volunteers from St. Thomas High School.

This total is 10 members/2 elementary schools fewer than last year. High school representation remained the same.

Home and School Associations that attended:

Beacon Hill Elementary	Chelsea Elementary	Children's World Academy
Christmas Park Elementary	Clearpoint Elementary	Dorval Elementary
Elizabeth Ballantyne Elementary	Lakeside Academy	LaurenHill Academy
Lindsay Place High School	Lord Aylmer Elementary	Macdonald High School
Merton Elementary	Mount Pleasant Elementary	Roslyn Elementary
Souvenir Elementary	St John Fisher Elementary	St Michael High School
St Patrick Elementary	St Thomas High School	

### **B) General Arrangements:**

- Office kept in close contact with Bobbi Brown, President of the St. Thomas Home and School Association along with the Principal of the school Mr. David Abracen.
- The facility was free. The costs for the caretaker and IT technician salary were covered by the QFHSA.
- Expenses were decreased by printing and formatting the program at the QFHSA office.
- The main door prize was a Home and School "tool kit" which was a plastic bin full of all of the day-to-day items a volunteer may need: pencils, markers, tape, etc. This was won by Lord Aylmer Elementary.
- An online evaluation survey was sent out to all participants and vendors post conference.

### **C) Opening Remarks/Keynote Speakers:**

- Introductions were made by Linton Garner, QFHSA President and Carol Meindl, QFHSA Executive Director. Bringing greetings were David Abracen, St. Thomas Principal; Cathrine Le Maistre, Chair of the Advisory Board on English Education and Steven Colpitts, Assistant Deputy Minister for the English Education Minority Sector.
- Marie Wahba was the keynote speaker, discussing the future of libraries. The presentation was well received by the audience.

**D) Workshops:** The majority of the workshop line-up was finalized in early Fall, allowing the information to be advertised in the QFHSA Fall NEWS and invitations to special guests included this information as well. *Network Navigation* and the *Psychologist is in* had the highest registration. One facilitator had to cancel at the last minute and participants were able to attend a replacement workshop of their choice.

<b>Workshop Name</b>	<b>Attendance</b>
Team work begins at the top: Executive Training	09
NEXTschool Project up date	14
Network Navigation: Choosing which social media Platforms are right for your group	21
The 8C's of Parenting	08
The Psychologist is in: Helping your child deal with stress, anxiety & emotions	19
Understanding your teens and social media	11

Many presenters gave permission for the QFHSA to share their presentations with attendees.

**E) Vendors/Promotional Material for kits:** This year there were 11 vendors' tables. Three (3) paid the non-profit rate, six (6) paid the commercial rate and one (1) had a free table. There were three (3) vendors that chose to have advertising included in the Fall Conference kit. One (1) was charged a non-profit rate and the others were charged a commercial rate.

We followed last year's recommendation of reducing the length of the vendors' day. Cost was reduced to vendors by \$25.00 per table. In return, they could leave once the lunch period was over. Vendors appreciated the 8 am to 1 pm format.

**F) Lunch and Refreshments:** Refreshments were handled by St. Thomas Home and School which received \$100.00 from the QFHSA to cover costs. Lunch was served in the same area as the vendor tables. A catered lunch was served at a cost of \$11.50/person and on the registration form a vegetarian option was included.

Advantages: Vendors were happy that the guests stayed in the same room.

**Recommendations:**

- Have the prize draw at lunch time since the regional councils do not finish at the same time.
- Getting registration continues to be a struggle and some presidents are not passing the information on. Many assume the conference is for Executives only. The QFHSA should use *Constant Contact* to email the members directly. Last minute registrations affect finding writers for the NEWS and affects office operations.

**G) Regional Councils:** There were three (3) regional councils – one (1) high school and two (2) elementary schools. Elementary schools from different school boards were mixed together to balance out the numbers and to give different perspectives on various issues. Discussion items were suggested by the QFHSA based on concerns recently handled by the office staff. The following items were discussed.

**1.0 School fees lawsuit:** Discussed how only cultural outings/activities can be charged to parents. Curricular outings may not. Everyone agreed that more clarification was needed from the Ministry.

**2.0 Funding of capital building projects, hot days, air conditioning.**

**3.0 QFHSA rights committee:** Ban on religious symbols, replacement of school boards by service centers.

**4.0 Input from local Home & School Associations:** Linton Garner; President, spoke about the possibility of having local Home and School regional representation on the QFHSA Board of Directors.

## **YES (Youth Exploring Science)**

Report to Annual General Meeting- May 4, 2019

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 (CLC), to inspire tomorrow's scientists.

**Partners** The format of Youth Exploring Science program was changed. Last year, we partnered with **Le Nichoir, a bird Sanctuary in Hudson, QC** to educate the kids about our feathered friends and to help celebrate the Year of the Bird.

This year we partnered with **LetsTalkScience** to bring the *LivingSpace* project to grade 6 & 9 students in the regions. Let's TalkScience is an award winning, national, charitable organization focused on education and outreach to support youth development. They create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and mathematics (STEM). Let's Talk Science has developed an exciting new Action Project *LivingSpace* in partnership with the Canadian Space Agency and the *CanCode* program to give teachers and students an opportunity to monitor their "living space" and integrate science and coding in a unique and engaging way in their classroom. During the current mission of Canadian astronaut David Saint-Jacques, David will be experiencing first-hand the environmental conditions of the International Space Station (ISS) and reporting them back to earth for participating classrooms to compare their results, too.

**School participation:** We enjoyed the participation of only one (1) High school this session: New Richmond High School (ESSB) Brian Hodge, Teacher.

There were ~22 students registered (11 students in Grade 6 and 11 students in Grade 9)

To add value to New Richmond's participation, the YES project has offered to supplement their school science resources. As a result of a survey taken of his fellow science teachers, Brian Hodge made a request for QFHSA to purchase:

- one (1) BBC Micro bit Go kit Classroom set,
- two (2) K'nex Education Group Sets - age 3+,
- two (2) K'nex Education Intro Simple machines gears sets - age 8+,
- two (2) K'nex Education Intro Simple machines levers pulleys sets - age 8+,
- two (2) K'nex Education Intro Simple machines wheels, axles & inclined planes sets age - 8+
- two (2) K'nex Education Introduction to Structures Bridges - age 8+ and
- a white board compatible projector.

**Summary:** Our project is competing with many other exciting activities being offered to schools from a variety of resources every year. The QFHSA intends to continue to offer Youth Exploring Science as part of our regular programming for our member associations in the regions and as an outreach initiative to inner city schools. We will continue to recruit prospective new members by continued partnership with LetsTalkScience and by supplementing science materials and technology for the participating schools. Today's science students may be tomorrow's scientists if we can put the tools into their hands.

## **CANADIAN HOME & SCHOOL FEDERATION**

Report to Annual General Meeting- May 4, 2019

Submitted by Rosemary Murphy, QFHSA representative

The Canadian Home and School Federation was formed in 1895 and the current core members are Ontario Federation of Home and School Associations (OFHSA) New Brunswick Federation of Home and School Associations (NBFHSA) Nova Scotia Federation of Home and School Associations (NSFHSA) and the Quebec Federation of Home and School Associations (QFHSA) a core member since 1944.

**Spring Board Meeting:** The Spring Board Meeting was held in Ottawa on May 7-8 to facilitate meetings with Mr. Chris George and Senator Nancy Greene-Raine.

Mr. George, Communications Advisor to the Copyright Consortium of the Council of Ministers of Education, Canada (CEMC) gave a very interesting presentation on the Copyright issue.

Senator Greene-Raine was instrumental in the Child Health and Protection Act Bill S-228 which will amend the Food and Drugs Act making it illegal to package and advertise junk food.

On April 28, 2018, Rickhey Margolese, former QFHSA board director and CHSF representative for many years, was presented with the CHSF Lifetime Membership Award at the QFHSA 74<sup>th</sup> Annual General Meeting & Awards Banquet.

**Resolutions:** A Resolution to strengthen the Enforcement of anti-bullying policies was produced using the Canadian Children's Charter. A Resolution on Mental Health; standard for screen time & electronic devices was also approved for the AGM.

**Fall Conference/AGM:** The Fall Conference/AGM was held in Halifax on November 15-18, 2018. Member provinces reported that they are hampered by government cutbacks which lead to discussions on how they can continue to support education and act as the parent voice of the Federations and Associations. A need was expressed to find space to store CHSF boxes of historical documents. QFHSA has offered to store the documents in Montreal until such time as they can be appropriately archived.

Other business attended to:

- The promotional poster for the 2019 Teacher & Staff Appreciation Week was designed.
- The Strategic Plan was reviewed and it was agreed to revamp the website and to send letters and promotional materials to the non-member provinces.
- Discussion was held to determine resolutions for Directors' approval at the 2019 Spring Meeting: Criminal Background Checks for School Personnel and Volunteers; Seatbelts and Student Safety on School Busses; Student and Staff Mental Health; and New Teacher Induction. These resolutions will be sent on to the member federations for consideration.



## **QUEBEC COMMUNITY GROUPS NETWORK (QCGN)**

Report to the Annual General Meeting, May 4, 2019

Submitted by Carol Meindl, Liaison

**Mission:** Founded in 1995, the Quebec Community Groups Network (QCGN) is a not-for-profit organization linking more than 50 English-language community organizations across Quebec. 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 QFHSA has been an active member of QCGN since its beginning. Our Directors have at times served on their Board.

### **The new members that were welcomed at the 2017 QCGN AGM:**

- Gaspesian British Heritage Village
- Family Resource Center

### **2017-18 Activities Highlights**

#### **Community Innovation Fund**

The Community Innovation Fund is part of the Social Partnership Initiative in Official Language Minority Communities of the Roadmap for Canada's Official Languages 2013–2018: Education, Immigration, Communities. The fund provides up to \$3 million in leveraged funds over three years to improve the employability of youths, seniors/caregivers, as well as newcomers who are members of Quebec's English-speaking minority community. The Blue ribbon selection panel chose 11 community groups to receive funding for social action projects in April 2017.

#### **Young Quebecers leading the Way**

The final Young Quebecers Leading the Way forum took place from March 10 to 12 in the National Capital region as five dozen youth from the Gaspésie, Abitibi, Quebec City, Montreal and the Eastern Townships converged in Gatineau/Ottawa for the weekend. Young Quebecers Leading the Way was a three-year project launched by the Quebec Community Groups Network to include young Quebecers in the lead up to Canada's sesquicentennial.

#### **Community Engagement and the Integration of English-speaking Newcomers in Quebec**

On March 15, 2017, the Quebec Community Groups Network held a successful one-day conference on community engagement and the integration of immigrants, refugees and migrants into Quebec's English-speaking community.

**QCGN's Standing Committee on Health and Social Services** reached out to a small group of members and health and social service stakeholders to examine the regulation and its implications.

**The current Board of Directors 2017-18:**

Geoffrey Chambers (President), Gerald Cutting (Vice-President), Eva Ludwig, (Secretary), Joe Rabinovitch (Treasurer), Sharon Sullivan, Eric Maldoff, Mary-Ellen Beaulieu, Elise Moser, Clarence Bayne, Stella Kennedy, Linton Garner, Christopher Neal, Maureen Kiely and Chad Bean.

**Sheila and Victor Goldbloom Distinguished Community Service Award**

The 2018 Distinguished Community Awards ceremony was emceed by CTV Montreal lead anchor Mutsumi Takahashi. The ninth edition of this ceremony took place on November 1, 2018, at Montreal's Saint-James Club. This year's recipients were:

**Olga Melikoff and Murielle Parkes** (created the first French immersion program in Quebec in 1963).

**John Ray**, Philanthropist

**Young Quebecers Leading the Way.**

Recipient of this year's award was presented to:

**Haley Campbell**, community activist, Shawville, QC

Carol Mcindl, Executive Director, attended the event on behalf of QFHSA.

In early 2019, the QFHSA began a partnership with the QCGN, the Quebec English School Boards Association (QESBA) and the English Parents' Committee Association (EPCA) to launch **APPELE-Quebec** - The Alliance for the Promotion of English Language Education in Quebec. This alliance will fight for the retention of English-language school boards with democratically elected school board commissioners.

The QFHSA values its ongoing membership in the Quebec Community Groups Network and appreciates the opportunities it offers to network and be a part of the greater English-speaking community of Quebec, bringing the voice of parents to the table.

## **QUEBEC ANGLOPHONE HERITAGE NETWORK (QAHN)**

Report to the Annual General Meeting, May 4, 2019

Submitted by Carol Meindl, Liaison

**MISSION:** Founded in 2000, the Quebec Anglophone Heritage Network (QAHN) is a non-profit, non-partisan umbrella organization engaged with its members in promoting the preservation of the built, cultural and natural heritage of Quebec. It connects small museums and historical societies from across the province. QAHN aims to promote a greater understanding of the history of Quebec's English-speaking communities by informing, inspiring and connecting people through its activities. Membership is open to any organization or individual, regardless of language or cultural affiliation, with an interest in the history, heritage and culture of Quebec's English-speaking communities.

QFHSA has been a core member of QAHN since 2013 by virtue of its own extensive archive of historical material that chronicles parental participation in education in Quebec for 75 years. QAHN offers workshops on archive protection and management as well as volunteering and fundraising strategies from which QFHSA staff and members associations can benefit.

**2018 BOARD OF DIRECTORS:** Grant Myers, (President) Dick Evans, Carol Meindl\*, Jo-Ann Oberg-Muller, Ann Montgomery, Dorothy Williams, Sandra Stock, Terry Leucks, Fergus Keyes, Jody Robinson, and Simon Jacobs.

\*Carol Meindl, QFHSA Executive Director, is an executive member of the QAHN Board of Directors and serves as liaison with QFHSA.

**JOINT ACTIVITY:** QAHN and QFHSA both continue their involvement with COMECH Quebec, each having an interest in preserving the history of English Speaking Quebec as taught to future generations of students.

### **NEW CORE MEMBERS**

Copp's Ferry Museum; Maison Merry (Magog); Soc. d'histoire de Ste-Marguerite du-Lac-Masson et d'Estérel; Soc. d'histoire de Pointe-Saint-Charles, Bury Historical and Heritage Society.

QAHN is hosting a series of workshops on **Heritage, Culture and Communication: Balancing Traditional and Digital Media in a Changing World**. This series of presentations helps organizations diversify their communication strategy to maximize their reach to their audience and members. QAHN offers a discount on registration fees for Home and School members who wish to attend these workshops.

### **Diversity and Achievement in Anglophone Quebec**

This project focuses on the historic and ever-evolving diversity of Quebec's English-speaking minority and will examine the ethnic, cultural and regional components that make the community what it is today. The youth education will enable QAHN and its partners to reach out to high school students. Activities will include displaying a travelling exhibition at high schools, the production and distribution of bilingual educational resource materials in print and digital formats, school discussion on themes raised during the project, and question and answer sessions with youth and teachers-all enabling QAHN to reach out to a whole new generation of Quebecers, supplementing the regular school curriculum in the process.

QFHSA will assist in promoting the **Diversity and Achievement in Anglophone Quebec** project as well as the **Heritage Talks public lecture program 2019-2020** to its high school associations in a joint effort to help promote and preserve English-speaking heritage in Quebec.

Annex A  
Auditor's Report  
*(unedited)*

**QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**FINANCIAL STATEMENTS**

**AS AT DECEMBER 31, 2018**  
**(Unaudited)**

**QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**FINANCIAL STATEMENTS**

**AS AT DECEMBER 31, 2018  
(Unaudited)**

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## REVIEW ENGAGEMENT REPORT

### To the directors of Québec Federation of Home and School Associations

We have reviewed the accompanying financial statements of Québec Federation of Home and School Associations (Federation) that comprise the statement of financial position as at December 31, 2018, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organization and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the Federation, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

#### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the Federation as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for profit organizations.

Chartered Professional Accountants

Pointe Claire, Québec  
April 11, 2019

By I Anthony Verelli, CPA-Auditor, CA



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

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2018**  
**(Unaudited)**

	<b>2018</b>	<b>2017</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 113,547	\$ 137,399
Funds held in trust (Note 3)	9,500	9,500
Membership fees receivable	27,621	4,564
Sales taxes receivable	5,757	6,843
Grant receivable	15,000	25,000
Prepaid expenses	6,647	6,234
	<b>\$ 178,072</b>	<b>\$ 189,540</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 4)	\$ 16,582	\$ 16,221
Deferred program grants (Note 5)	40,350	40,417
Deferred membership fees (Note 6)	49,904	56,823
	<b>106,836</b>	<b>113,461</b>
<b>NET ASSETS</b>		
<b>NET ASSETS RESTRICTED FOR AWARDS PURPOSES (NOTE 3)</b>	<b>9,500</b>	<b>9,500</b>
<b>UNRESTRICTED NET ASSETS</b>	<b>61,736</b>	<b>66,579</b>
	<b>71,236</b>	<b>76,079</b>
	<b>\$ 178,072</b>	<b>\$ 189,540</b>

**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, 2018  
(Unaudited)

	Restricted for awards purposes	Unrestricted	2018	2017
BALANCE - BEGINNING OF YEAR	\$ 9,500	\$ 66,579	\$ 76,079	\$ 71,163
Excess (deficiency of) revenues over expenses	-	(4,843)	(4,843)	4,916
BALANCE - END OF YEAR	\$ 9,500	\$ 61,736	\$ 71,236	\$ 76,079

**QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2018  
(Unaudited)**

	<b>2018</b>	<b>2017</b>
<b>REVENUES</b>	<b>\$ 226,335</b>	<b>\$ 237,436</b>
<b>EXPENSES</b>		
CHSF Affiliation fees and others	-	2,150
Travel and conferences	23,113	29,065
Home and school news	13,225	18,278
Committee costs	1,957	3,201
Insurance	17,035	17,134
Provincial office		
Postage and courier	2,660	1,851
Office supplies	12,404	8,834
Telecommunications and internet	4,495	4,922
Professional fees	7,796	8,292
Rent, electricity and occupancy charges	27,335	26,006
Salaries and employee benefits	111,135	91,271
Fees and honorariums	2,528	12,170
Yes Project	1,997	6,629
Literacy projects	3,191	1,917
History and archive project	1,320	503
Other projects	987	351
Increase in value of marketable securities	-	(54)
	<b>231,178</b>	<b>232,520</b>
<b>EXCESS (DEFICIENCY OF) REVENUES OVER EXPENSES</b>	<b>\$ (4,843)</b>	<b>\$ 4,916</b>

**QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS**

**STATEMENT OF CASH FLOW**

**FOR THE YEAR ENDED DECEMBER 31, 2018  
(Unaudited)**

	<b>2018</b>	<b>2017</b>
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency of) revenues over expenses	\$ (4,843)	\$ 4,916
Item not affecting cash:		
Increase in value of marketable securities	-	(54)
	(4,843)	4,862
Decrease (increase) in membership fees receivable	(23,057)	2,803
Decrease (increase) in sales taxes receivable	1,086	(838)
Decrease in grants receivable	10,000	-
Increase in prepaid expenses	(413)	(2,637)
Increase (decrease) in accounts payable and accrued liabilities	361	(4,252)
Decrease in donations payable	-	(2,597)
Decrease in deferred program grants	(67)	-
Decrease in deferred membership fees	(6,919)	(11,490)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>(23,852)</b>	<b>(14,149)</b>
<b>INVESTING ACTIVITY</b>		
Proceeds on sale of marketable securities	-	7,707
<b>CASH FLOWS FROM INVESTING ACTIVITY</b>	<b>-</b>	<b>7,707</b>
<b>DECREASE IN CASH AND CASH EQUIVALENTS</b>	<b>(23,852)</b>	<b>(6,442)</b>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<b>137,399</b>	<b>143,841</b>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 113,547</b>	<b>\$ 137,399</b>
 <b>CASH AND CASH EQUIVALENTS MADE UP AS FOLLOWS:</b>		
Cash	\$ 92,919	\$ 116,990
Canadian treasury bill fund	20,628	20,409
	<b>\$ 113,547</b>	<b>\$ 137,399</b>

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SCHEDULE OF REVENUES

FOR THE YEAR ENDED DECEMBER 31, 2018

(Unaudited)

	2018	2017
<b>REVENUES</b>		
Membership fees - family	\$ 81,775	\$ 96,725
Membership fees - individuals	104	92
Federal Canadian heritage program grant	109,250	95,000
Quebec government grant	16,667	25,000
Other provincial grant	3,150	-
Other project revenues	400	1,717
Other revenues	2,087	4,544
News - advertising and subscriptions	12	300
Conferences	8,150	8,710
Interest earned	290	548
Administration fees received	4,450	4,800
	<b>226,335</b>	<b>237,436</b>
Donations received for locals	-	20,551
Donations remitted to locals	-	(20,551)
	<b>\$ 226,335</b>	<b>\$ 237,436</b>

# QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

## NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2018

(Unaudited)

### 1. NATURE AND PURPOSE OF THE FEDERATION

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. The Federation is a registered not-for-profit organization.

### 2. SIGNIFICANT ACCOUNTING POLICIES

a) The Federation applies the Canadian accounting standards for not-for-profit organizations (ASNFPO), and are in accordance with Canadian generally accepted accounting principles (GAAP).

#### b) Revenue Recognition

The Federation uses the deferral method of accounting and recognizes revenue in the period in which the related expenses are incurred. Under the deferral method, endowment contributions are reported as direct increases in net assets.

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.

#### c) Property and Equipment

Property and equipment are recorded at cost. Contributed property and equipment are recorded at fair value at the date of contribution.

# QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

## NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2018  
(Unaudited)

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### d) Contributed Services

All volunteers at all levels of the Federation contributed 32,900 hours for the year (2017: 28,300) 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.

#### e) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses for the periods covered.

The main estimates relate to the impairment of financial assets.

#### f) Cash and Cash Equivalents

The Federation's policy is to disclose bank balances under cash and cash equivalents including bank overdrafts with balances that fluctuate from being positive to overdrawn and temporary investments with a maturity period of three months or less from the date of acquisition.

#### g) Financial Instruments

##### Initial and Subsequent Measurement

The Federation initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or the exchange amount, as appropriate.

The Federation subsequently measures all of its financial assets and financial liabilities at cost or amortized cost except for marketable securities that are quoted in an active market, which are measured at fair value. Changes in fair value of these financial instruments are recognized in the statement of operations during the year.

Financial assets measured at amortized cost on a straight-line basis include cash and cash equivalents, funds held in trust, membership fees receivable and grant receivable.

# QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

## NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2018  
(Unaudited)

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### h) Financial Instruments (Cont'd)

Financial liabilities measured at amortized cost on a straight-line basis include the trade accounts payable and accrued liabilities, deferred program grants and deferred membership fees.

#### Transaction Costs

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations in the year incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in the statement of operations over the life of the instrument using the straight-line method.

#### Impairment

For financial assets measured at cost or amortized cost, the Federation determines whether there are indications of possible impairment. When there is an indication of impairment, and the Federation determines that a significant adverse change has occurred during the year in the expected timing or amount of future cash flows, a write-down is recognized in the statement of operations. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

### 3. FUNDS HELD IN TRUST

The Federation has funds in trust amounting to \$9,500 (2017: \$9,500). The donors have requested that the interest earned \$190 (2017: \$190) on the funds in trust be used to pay for awards given out at the annual general meeting.



QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2018  
(Unaudited)

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consist of the following:

	2018	2017
Trade accounts payable and accrued liabilities	\$ 5,376	\$ 8,570
Amount payable in respect of government remittances	6,716	4,864
Amounts due to employees	4,490	2,787
	<b>\$ 16,582</b>	<b>\$ 16,221</b>

5. 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:

	2018	2017
<b>Balance - Beginning of year</b>	<b>\$ 40,417</b>	<b>\$ 40,417</b>
Plus: Amount received for subsequent year	40,350	40,417
	80,767	80,834
Less: Amount received in the prior year recognized as revenue in the current year	(40,417)	(40,417)
<b>Balance - End of year</b>	<b>\$ 40,350</b>	<b>\$ 40,417</b>

QUÉBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2018  
(Unaudited)

6. DEFERRED MEMBERSHIP FEES

The deferred membership fees are from members of the Federation and are utilized for operating activities.

	2018	2017
<b>Balance - Beginning of Year</b>	\$ 56,823	\$ 68,313
Plus: Amount received during the year	49,904	56,823
	106,727	125,136
Less: Amount received in the prior year recognized as revenue during the current year	(56,823)	(68,313)
<b>Balance - End of Year</b>	\$ 49,904	\$ 56,823

8. FINANCIAL INSTRUMENTS

**Financial Risks:**

The Federation is exposed to various risks through its financial instruments without being exposed to concentrations of risk. The main risks are broken down below:

a) **Credit Risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the Federation by failing to discharge an obligation. The Federation's main credit risks relate to membership fees receivable and grant receivable.

b) **Liquidity Risk**

Liquidity risk is the risk that the Federation will encounter difficulty in meeting obligations associated with financial liabilities. The Federation is exposed to this risk mainly in respect of its trade accounts payable and accrued liabilities and amounts due to employees.