



# ESM Home & School Association General & Executive Meeting

Wednesday, January 21, 2026 · 6:00 p.m.

## Attendees

### EXECUTIVE TEAM

Leah Noble, Chair

Lauren Bowes, Secretary

Wendi Tekamp, Principal

### GENERAL MEMBERSHIP

Clémence Conreur

Ashley Covey

Mathieu Moors

Joan Olivella

### REGRETS

Lesley Publicover, Vice-Chair

Courtney Allan, Member-at-Large


## Agenda

### Principal's Welcome Message

Wendi Tekamp welcomed everyone to the meeting and thanked them for joining us. She noted that it was nice to see new faces and encouraged members to invite their friends to join because we welcome new members. She congratulated Home & School on the great success we had at Christmas - both in gathering community together and for all the great opportunities we found to fundraise.

Wendi also spoke to Old Business that was discussed at the November Meeting re: Shed repair. After looking at archived financials, it was confirmed that the ESM Home & School Association purchased the storage shed in 2009. The HRCE Operations/Maintenance Team does not maintain sheds purchased by Home & School. Bradley Lateigne from Coastal Restorations stopped by to take a look at the shed to see what would need to be done to

---



complete repairs and provide a proper foundation for the existing shed. He decided that what ESM needed was a no maintenance solution, and he and his team came back with a sea can, which they properly installed. They also removed the old shed from the property and disposed of it.

### Approval of Meeting Minutes - November 5, 2025

Leah Noble motioned to approve the minutes from the November 5, 2025 Home & School Meeting. Lauren Bowes seconded the motion. Leah Noble and Lauren Bowes voted during the meeting. Lesley Publicover and Courtney Allan voted via email. All in favor.

### Financial Update - Treasurer

Lauren Bowes presented a semi-final Halloween Dance profit of \$293.01. To date, no custodial fees have been applied to our ESM Budget. Should those be applied, that event will likely be slightly in the red.

The Home & School bank balance stands at \$11,147.87. Since HRCE Fiscal Year End (March 31, 2025), \$1,079.59 has been spent on the ESM VISA. Actual Cash Flow for Home & School is \$10,068.28.

Banking transactions since the November meeting include a cheque for \$1000 to our Grand in Hand winner, and deposits totalling \$4,658.65:

1. \$2,000.00 - Grand in Hand revenue
2. \$623.85 - Halloween Dance revenue
3. \$1,090.00 - Holiday Concert Bake Sale revenue
4. \$745.00 - Gift Card Tree Raffle revenue
5. \$199.80 - Green Christmas revenue

Lauren congratulated Home & School on a VERY successful holiday fundraising season, especially with the Bake Sale and Gift Card Tree Raffle being new endeavors. She thanked Leah Noble and Joan Olivella for organizing the Bake Sale and Courtney Allan for organizing the Gift Card Tree.

**\*\*Via Email to Executive Committee\*\*** Lauren motioned that we reimburse Leah Noble and Joan Olivella \$100 each for their financial contributions by way of product (baked goods and coffee bar supplies) to the Bake Sale. Courtney Allan seconded. All members of the Executive Committee voted via email. All in favor.

### School Events

1. Valentine's Dance is scheduled for February 13, 2026 at 6:00 PM.
  - a. Lauren Bowes reported that the date is scheduled, but whether we actually have a dance is up to Home & School. Leah Noble said we should do a dance this year since we are running short on time, and we know how to do a dance.
  - b. The Valentines Dance will look the same as other dances we've held at ESM in the past. We will take donations at the door for entry; 50/50 tickets will be sold; food (hot dogs, chips, cupcakes, juice and water) will be available for

- purchase; and a photo wall will be created. Leah Noble suggested selling individual flowers if we'd like to try to make a little bit of money at this event. She said MacArthur's sells boxes of 200 flowers and will look into the cost.
- c. DUTIES (Bold Items require a volunteer) - Lauren will send an email to the school community asking for volunteers.
    - i. Food & Beverage Purchasing - ESM Office
    - ii. **Baked Goods** - Leah Noble and other volunteers
    - iii. 50/50 Licensing - ESM Office
    - iv. **Decorating Crew** - Courtney Allan and other volunteers
    - v. Food & Beverage Sales - Joan Olivella
    - vi. **Donations at the Door**
    - vii. DJ - Lauren Bowes
  2. Spring Fling is scheduled for May 30, 2026.
    - a. We need a committee and a committee lead to begin working on plans for this event. Lauren will send an email to the school community asking for a committee with a specific call out for event coordinators/people who have past experience running/organizing events.
  3. Other Upcoming Events
    - a. Student Performance Night is scheduled for April 28, 2026. The Drama Club is for sure performing. Possible other performances will include the band, music classes.

### New Business

1. Communication Platform - Leah Noble suggested we set up an online platform for the association to communicate/stay organized outside of meetings. Her company uses the Basecamp platform, which allows for job organization and formal/informal chat opportunities. She presented the platform, which opens to a series of windows, each window being a different job. Within each job, committees can be created, duties can be assigned, timelines can be set, and chat functions are available. The platform also allows for file sharing. Lauren Bowes asked the cost of the platform. Leah will report back.
  - a. Wendi Tekamp and Lauren Bowes both noted that we'd need to work within the guidelines and policies of the HRCE. Perhaps there is already an ESM Home & School GNSPES account (Google Workspace) or HRCE Teams account? If there's not, perhaps there's an opportunity to have one set up? Google Workspace and Microsoft Teams both have file sharing and chat functions. We could start there and move forward with a more formal platform if needed. Wendi Tekamp said she will reach out to Principal colleagues to see what other schools are using.
2. Possible Future Events/Spending Plan - Tabled for time constraint. Will revisit in April during a dedicated Strategic Planning meeting.
3. Understanding and Shaping Committee Roles - Tabled for time constraint. Will revisit in April during a dedicated Strategic Planning meeting.

### Adjournment

Leah Noble motioned to adjourn the meeting. Lauren Bowes seconded the motion. All in favor. Meeting adjourned at 7:01 PM.