

Canterbury High School Music Parents Support Group

October 10, 2013

Minutes of Meeting

7 pm

Attendance: J'lene Bradley, Gina Pink, Steven Pink, Kayleigh Pink, Laurie Hamilton, Diana Hampson-Wilson, Rosemary Baldwin, Marilee Mansfield, Amanda Lovatt, Deana Kosabek-Anderson, Pernilla Berin, Liz Hong-Farrell, Clare Pelley, Will Costain, Margaret King, Rod Anderson, Patricia Filoso, Shawn MacArthur, Glenda Valair, Wendy Nuttall, Mary De Souza, Natalie Dayneka, Jennifer Roberge-Toll.

Regrets: Simon Au-Yeung

1. Welcome: J'lene Bradley, co-chair of the Canterbury High School Music Parents Support Group welcomed all in attendance and introduced herself as well as Laurie Hamilton, Head of the Canterbury Music Department. Gina Pink, co-chair of the Canterbury High School Music Parents Support Group started off the round of introductions by other attending members of the Support Group.
2. Approval of Minutes: Motion to approve minutes of the last meeting was put forward by J. Roberge-Toll, seconded by J. Bradley and carried.
3. Student Update: Kayleigh Pink, on behalf of herself and Simon Au-Yeung, reported on the following activities: monies collected for the upcoming Coffee House; logo contest; Music Night Theme chosen (Music That Reflects Change in the World) and advertising to start shortly; Movie Night, possible dates of Dec 13/13 or Feb 7/14, Disney movie, snacks and popcorn, not a sleepover; Coin Drive, to raise money for the Music Dept. or

for Grad is to be short-lived, for all three streams and no competition this year for fundraising; Event that was Pending Approval, Laser Quest, has been denied by the School Principal at this time.

4. School Update: On behalf of the Music Dept, Laurie Hamilton related the current departmental activities: Chamber Choir has attended 2 performances so far; Male Chorus Concert is to perform at a Kiwanis event October 27, 2013 at St Thomas the Apostle Church, tickets via Kiwanis website; Coffee House raised a total of \$700.00, motion put forward and passed that \$250.00 of these funds will go towards the Grad. Concert and \$450.00 will go towards the Music Dept; Sound Art Project, a yearly project with the Grade 10 Music students is upcoming; Guest Artist, Mr. Phil Nimmons, Canadian Jazz icon, has been invited to work with a couple of combos and to perform at our school, cost for this activity is \$1100.00, on October 31, 2013; a call was made for some help during the feeder school concert; bills needing payment include: new trumpet purchase and piano moving service.
5. Treasurer's Report: Pernilla reported having received the files from the former treasurer. As it stands, the account shows a balance of \$49,372.88. The equity statement needs confirmation: the total is correct however how the funds have been divided needs confirmation. Currently the funds set aside stand at \$9,159.00, and this is the number that will be used as the starting point.

As an adjunct to this, C. Pelley related her meeting at the Board Office with respect to the management of school council funds, the objective of which is to assure that accounting practices are properly done when managing their own accounts and transparent within the group itself, with the School Board and with the Principal. The Principal is to get an update every month and review the yearly audit and all procedures are to follow all School Board policies. Our group needs to sign off on being able to follow these School Board policies. Our Principal requires that he be made aware of all fundraising since he has reports to fill out to the School Board. Additionally Gina and J'lene have already met with the new Principal to generally discuss such matters (2 signatures required on all cheques; monthly agenda being sent to all parents via listserver; minutes of meetings going out to all parents now as well). In conclusion, Clare would like to follow up by reviewing the Ministry of Education's guidelines for parent councils to see if we fall within these as well.

6. Webmaster: Amanda thanked the former webmaster for her work and assistance. She reported that everything was going fine. A suggestion was made to put up the clothing order on the website; Paypal for Music Night tickets will continue.

7. New Business

- a) Constitution Update: Steven Pink has generously offered to act as a Third Party Expert to assist our group to reform its constitution. Although the present one is good, there exist some contradictions and some of the language needs tightening up for clarity. It's suggested that the constitution needs a full re-write modeling the Not-For-Profit sector's template for such constitutions to offer better practices and governance rules, a clearer notion of the types of membership (2 types), how elections are to occur, who can be director and finally to tighten up the overall language. There are to be no financial procedures elaborated in the constitution; it is solely to address policies and procedures. Steven suggested that the initial draft of the new constitution be hammered out with the elected board members first, brought back to the larger group for review and discussion, to be reviewed by Steven for further tweaking whereby members can lastly vote on the final product. A mini constitution committee was struck with the elected members plus two members (rod Anderson and Rosemary Baldwin) to work on the drafts.
- b) Performance Attire: Concert band fittings done; shirts have been ordered; vocal dresses have been fitted as well. Mr. Caswell has opted for a casual shirt/blouse with scarf and skirt for the grade 9 and 10 Canterbury Singers this year. Our group is also exploring the purchase of t-shirts (or golf or polo shirts) for all Canterbury Music students to be worn by our students during workshops or casual music dept activities. J'lene received a quote for 200 t-shirts (1 logo + 1 colour) at \$6.25/shirt. Suggestions were made that the shirts should indicate "Canterbury Music" and that there should be male and female cut options. Laurie suggested that this issue be placed on the Student Council Agenda and that possibly another contest might help determine the (not too detailed) logo for this shirt. The t-shirt is to be paid for through the Music Parent Council and not through the parents directly nor through the music dept itself.
- c) Wish List: Clare reminded the group that with regards to finances, wish lists ideally need to be offered up at the very beginning of the year in order to set specific fundraising goals. Laurie reminded the group that the constant updating of instruments is an overall wish list item of permanent standing. Laurie also reported that recently the department has been able to purchase new tubas, new trumpets, new violas, new pianos, new chairs. iPads for other music teaching staff is high on the list as well.

8. Fundraising

- a) Fundscrip: Deana reported on the status on this fundraiser. Orders on September 23 and October 7 were submitted; 12 new members have signed up for the program so far. The question was asked whether or not the Principal is aware of this specific fundraising initiative.
- b) Norcard: Clare reported on the status of this fundraiser. October 17th is the deadline for orders. About \$7000.00 is raised through this initiative: \$3000.00 goes to individual student accounts and \$900.00 to the Music Council account. Norcard is a Kingston Ontario-based company and the Music Council has had a good experience with them. Given that this is Clare is a graduating parent, J'lene has asked if somebody would be willing to take over this fundraising initiative for next year.
- c) Citrus: Will reported that this initiative will begin on October 23 2013 and will run for one month until November 23 2013; we sell oranges and grapefruit only; the produce gets picked up at Produce Depot in Hunt Club. This initiative results in approximately \$6000.00 in net revenue.
- d) Grad Committee (Clare and Mary): Mary reported that they have had meetings with the 2 new student heads. The only hiccup so far has been the request for a Laser Quest event denied by the Principal. Music clothing is being explored at this time with a selection focusing on sweatpants, sapphire t-shirts, hoodies, and crew neck sweatshirts. Mary is waiting for quotes on prices. J'lene will discuss the t-shirt purchases with Kayleigh and Simon as well. The group was reminded that the purpose of the Grad Committee is to raise funds for the Grade 12 year end Grad Recital given at the National Arts Centre. Last year this function raised approximately \$9000.00. Although tickets are subsidized and there are 2 stages of ticket prices, the event is a significant cost to the Music Council.

9. Events

- a) Feeder School Concert: This year's feeder school concert is on November 14 2013; the first show will be from 10:30 to 11:30 and the second show will be from 12:45 to 1:45. There is a need for parent volunteers to man the doors. Deana will coordinate this.
- b) Music Ensemble Photo Days: Tentative dates are October 21 and October 25 2013. Peter Bonev is the photographer.
- c) Music Nights: J'lene booked Mr. John Koensgen (actor, singer and sword fighter) as the M.C. for both Music Nights. Peter Bonev the photographer has also been booked. Tickets will again be purchased through Paypal or at the door and will start selling one month before the date of the performance. Since Gina has been elected

co-chair of the Music Parent Support Group, she has asked if someone might be willing to relieve her of the tickets duties. Patricia Filoso has kindly volunteered to take this over. Guests with mobility issues/reserved seating was brought up for discussion: Liz will be in charge of making signs for priority seating; potential patrons are requested to mention the need for seating preferences when purchasing their tickets. Since Liz will as well be an outgoing parent this year, her position as volunteer coordinator will also become vacant at the end of this year. Again posters, programs and tickets will be kindly managed by Dave and Eleanor Everett. Rod enquired about the possibility of having CDs (with MP3 quality) of these concerts for purchase. Laurie commented that CDs used to be available prior to the DVD format being made available to us. The possibility of also offering CDs or MP3s can be revisited. An audio recorder for both music nights is needed (at a reasonable cost approx. \$150/night); Laurie will enquire with her team about such. There is also the need to find another videographer for the Thursday night performance in December; if Liz cannot find someone, then Theresa will do it.

10. Additional Items:

- a) Vincent Massey School Council email: J'lene received an email from a parent from this school's council requesting assistance in their fundraising efforts; plan is to register votes via email in order to raise funds for a kindergarten playground; votes needed by October 14 2013; Gina suggested that this may go to the listserver; link will be sent to Kayleigh and Simon; link will be sent to committee.
- b) Keeping Principal Apprised of Fundraising: Clare reminded the group that our school Principal wishes to be informed on all fundraisers and therefore he needs to be kept in the loop. The question was asked if we should give him a list of all fundraisers together or each one in an ad hoc basis.

Meeting adjourned: 8:50 pm.