

Canterbury High School Music Parents Support Group

November 6, 2014

Minutes of Meeting

Attendance: J'lene Bradley, Diana Hampson-Wilson, Rosemary Baldwin, Pernilla Berin, Jason Sinkus, Clare Pelley, Amanda Lovatt, Nick Sutherland, Linda Cudmore, Lisa Fast, Tim Robillard, Mary De Souza-Chan, Natalie Dayneka, Elizabeth Bryce, Shawn MacArthur, Michelle Van den Bosch, Cynthia Chung, Jessica Simpson

Regrets:

1. General Welcome.
2. **Approval of Minutes:** October minutes should reflect that Mary Chan sent her regrets; Minor changes to student update; fundraising (380 compost bags), wish list (corridor for strings, ipad(s);
Approval of Minutes- Motioned by Mary Chan, seconded by Lisa Fast.
3. **Student Update:** Jessica and Cynthia reported:
 - a) **Music Night Theme:** Theme for Music Night is Fall Fantasy encompasses comic book heros and fairies. Jenny Ryan did the poster/tickets for Grade 11 recital and she will do them for music night. Students are collecting money (\$4) for flowers.
 - b) **Fundraising committee suggestions** - suggestions for fundraising such as Pancake Breakfast, Flowers at Dance [Music] nights (i.e. sell flowers for music night). Caution on Pancake breakfast – issue with blowing breakers; need to have lots of extension chords. Council talked about selling flowers at coffee house around Valentines Day. Could buy roses from Costco and split.
 - c) **Coffee House** to be held in December (changed to February) – date to be confirmed Ensemble night is in April.
 - d) **Music Clothing:** Clothing forms have been provided to students; **Action:** Jason to send Remind for students to bring in their order forms.

4. **School Update:** On behalf of the Music Department, Jason Sinkus reported:

a) **Performances:**

- **Sr Band** played at awards night – went well
- **Chamber Choir** performed at the City’s Remembrance Tribute; The mayor attended the event and asked if the choir could perform at other events.
- **Vocum** to perform at the NAC on December 12th & 13th

b) **Grade 10 Sound Art Project:** it went very smoothly.

c) **Chamber ensembles:** started today; top ensembles will perform at music night.

d) **Feeder School Concerts:** The feeder school take place Nov 19th, 2 performances at 10:15 for 10:30 and 12:00 for 12:45. Parent volunteers required for this.

e) **Chrome Books** –First set of Chrome books - Implementation went well.

5. **Grad Committee Update:** Mary and Clare reported:

a) Coffee House – raised \$215 on cake auction; compost bags (Bag to Earth) raised \$634. Battery recycle –on hold as they are looking for company for double A

b) Bottle Drive –thinking of 1st or 2nd Friday in January; Question of whether we could store bottles at Canterbury for 1 week. Other option was for drop offs in various locations eg East/West end. Suggest that it be after Christmas and make sure that people are aware. Action: J. Sinkus to check about bottles. [Post script: Bottle drive was announced at music Nights.]

c) About 180 packages

d) **Raffle:** A painting and a sofa table– one in November and one in Spring at Music Nights in support of Grads. [post script: the sofa table was raffled at Fall Music Night]

e) **Gift basket:** raffle at music Night in support of Grads

6. **Webmaster -Website:** Amanda and her son Nick provided a tour of new website and its features: The old website was hard to maintain and hard to navigate. The new one has new colours, is much easier to navigate and in future will include on the home page a picture of the music students. Home page includes most relevant links at top. News and Announcements, Upcoming Events, Signup and Related Links as well as Mr. Sinkus’ reminders for @chsmusdept. There was the suggestion that whatever is the most pressing event/what is happening e.g. Music Night be the first thing that people see. There are pages for the Department, Parents, Students, Events and Music Night Tickets. Council had a demonstration of the various pages. Calendar is based on the Music

Department; Photos (to have standard naming protocol); All forms are on the website; **Website/Webmaster update cont'd:** Fundraisers – Links/forms to be added when they are current; otherwise they are in background; With new school healthy school policy there are no longer sales of Mars Bars in support of Christine Hansen Scholarship fund. (As noted above, the remainder of \$1 fee that goes to Paypal (approx. 60 cents) goes to CH Scholarship fund). Amanda requested feedback ASAP as it will go live on weekend. Parent Council were very grateful to Amanda and Nick for all their work on the new website. Council members were very impressed with the look and ease of navigation. Well Done!! **Action:** Website will be down for up to 72 hours as .Canada has to give up the domain; Jason to send a remind once website is live. Reminder to send Amanda info that needs to be uploaded to the website.

7. Fundraising:

- a) **Fundscrip** –\$748 profit; 5 new supporters and 21 new supporters since September. We talked about having 2 laptops at Music Night and Amanda and Linda directly signing parents up or at least showing them how easy it works. Launch letter to Grade 9 parents but need e-mail addresses. Action: J. Sinkus to send e-mail to all Grade 9 parents.
- b) **Citrus:** Tim Robillard reported that the fundraiser was kicked off in October; Tim is new to the Citrus fundraiser and is working with Will who ran citrus last year and previous years. A table was set up at the Parent/teacher interview night and they received 5 orders; students have order forms. Nov 14 [revised to Nov 12/13] is the deadline to place the order and pickup is planned for the week of Dec 3-5th. Next steps – teachers to pick forms and cash on November 12 at lunch and after school. Best if photocopy of order is also stapled to outside of envelope so Tim can calculate funds but it is important that forms stay with the cash. **Action:** Remind will be used – ½ way through and when pickup is required. Note – requisition for expenses and cash counting forms are required. Money collected for citrus should stay on school property (see Treasurer's Report).
- c) **Donations** – Tim mentioned that someone did not want to order Citrus but just wanted to make a donation to the Music Program. Note: Any Donations received need to go to the Treasurer (Pernilla)
- d) **Coffee fundraiser**– Promote coffee at Music Night (large carafe of coffee and decaf coffee available on Thursday and Friday Nights. Council has cups, sugar and stir sticks. Three types of coffee available: Decaf, Regular and Christmas blend; \$16 per bag of coffee. 150 order forms needed for Music Night, Recommended hard copies for music night; blank forms available to order; Forms must be completed by December 3rd. Paul needs 10 days to roast and will

then label the coffee and bring it back to the school. Natalie to give blurb to J'lene so she can promote during Music Night

8. **Treasurer's Report:** Based on statements for October, Pernilla reported on the following:

- a) Quiet month. \$23,000 in the account for this year – After appropriations there is \$7-8000 left
- b) Audit was conducted; Pernilla received the report that morning (Nov 6th). Overall, no issues; Council does all the checks and balances. **Action:** Pernilla to send copy to Co-chairs, Head of Music Department and Principal.
- c) Money from fundraisers need to stay on school premises, According to the auditor, insurance only covers \$ on school premises. Insurance does not cover money off-site.

9. **Wish list for 2014/15** [Updated since September from teachers]:

- a) Replace a cabinet with an LCD TV for a corridor display case outside the strings room. Approximate cost \$1500
- b) **Informal uniform** for all music students: Collared t-shirt (gold shirt) for all students for informal performances and travel. Also talked about possibility of having black shirt with embroidered logo from promo media maybe. It was suggested that the Music Department paid for these items in the past and that parents could assist with sizing and orders. Several people had good contacts and would look into estimates so we have them for Germany.
- c) [Note: Software- database inventory to keep track of all inventor in the music program (music, stands, instruments, etc) \$100/year for the subscription
- d) Longer term – IPADs for Department]

10. **Music Night**

- a) **Themes;** poster and publicity
- b) **MC** for music night to be Garth Hampson (Diana's dad)
- c) **Tickets:** The topic of ticket prices was raised. Council discussed the current prices \$15 for adults; \$12 for students/seniors. Ticket prices will remain at current levels.
- d) **Paypal fee** – tickets bought via paypal cost \$1 more (i.e. \$16 for adults, \$13 for students/seniors) to cover the paypal fee (approx. 40 cents). The rest (approximately 60 cents) goes to the Christine Hansen scholarship fund.

- e) **Giving back to the community:**
 - i. Food Drive – request a can donation
 - ii. Music department would like 25 cents of each ticket to go to the Host Program [\$1,000 – i.e. 10 installments of \$100 to a family in need].
 - iii. Going forward the residual from the \$1 fee will go to the Christine Hansen and 25 cents from the original ticket price goes to the Host Program.
- f) **Publicity:** Michelle needs a poster for publicity; it needs to be small for on-line.
- g) **Fundraisers/Items for sale** – pamphlets to be available for Fundscrip; African Honey and lip balm, Memory Book pre-orders, CD and DVD orders.
- h) **Logistics** – discussed number of tables, number of volunteers including roles of volunteers, St John’s Ambulance, Floats, Paypal, touching base with Custodial staff regarding tables etc, open doors 30 min before show, intermission 20 minutes, tech roles

11. Other business

- a) **Events** – Feeder School Concerts on November 19, 2014 – need 5 volunteers

- b) **Music Photos** – Jason is confident they will find a time,

12. Next meeting: December 4, 2014 (Room 160)

Meeting adjourned: 9:15 pm.