

# Canterbury High School Music Parents Support Group

December 4, 2014

## Minutes of Meeting

Attendance: J'lene Bradley, Diana Hampson-Wilson, Rosemary Baldwin, Pernilla Berin, Clare Pelley, Amanda Lovatt, Linda Cudmore, Lisa Fast, Tim Robillard, Elizabeth Bryce, Jessica Simpson

Regrets: Mary De Souza-Chan, Cynthia Chung, Natalie Dayneka, Shawn MacArthur, Jason Sinkus, Michelle Van den Bosch

1. General Welcome. Warm welcome to Gord Aitken who will be responsible for the silent auction (May Music Night).
2. **Approval of Minutes:** November minutes -Minor changes to performance dates - Approval of Minutes- Motioned by J'lene Bradley, seconded by Clare Pelley.
3. **Student Update:** Jessica and Cynthia reported:
  - a) **Music Night:** Went well.
  - b) **Citrus:** completed
  - c) **Coffee fundraiser:** forms available; extended deadline to Tuesday December 9th; Remind on Monday
  - d) **Coffee House** to be held February 18<sup>th</sup> – Wonderland theme
  - e) **Grad fundraisers** – Grad committee is frustrated; Jessica to be put in touch with Mary and Clare; Clare will come into the school and talk to them.
4. **Grad Committee Update:** Clare reported:
  - a) **Memory books** – sold 30 on music night. Cost is \$15 – will cost more to print (\$9 cost; \$6 profit)  
There will be another order in January – final deadline; List server will include order form for memory book,
  - b) **Music Night** - \$377.80 for gift basket and sofa table raffle  
\$105.00 for Bag to Earth  
\$482.80 total for the grad committee on Music night from these fundraising initiatives.
  - c) \$1457.80 Total raised so far for Grad committee this year
  - d) Bottle Drive – planned for January 10<sup>th</sup>; next week e-mail to be sent to remind folks to save bottles; Remind to be sent during Christmas holidays and in early January; Bottle drop offs in different areas of the city –

5. **School Update:** On behalf of the Music Department, James Caswell reported:
- a) **Music Nights:** There was lots of positive feedback. Many thanks to Parent Council. Chamber ensembles – neat way to show case; not done for many years; very successful
  - b) **Trip details:** Final payments still being determined; waiting for costs of rentals and transporting instruments (\$1000-\$1200)  
Forms – only missing 30 (out of 108)  
2 separate flights; working out room assignments as well as repertoire for concerts
  - c) **Challenges regarding the collection of \$ by students at school** - looking for more efficient deposits; tracking; security is a concern; huge responsibility for students  
Looking at electronic system;  
Website has commerce piece – Amanda to check
  - d) **Performances:**
    - **Lobby Concerts**– last week of school – Wed Winds; Thursday vocal; Friday strings
    - **Grade 10 vocal** - Bethel Pentecostal Church Thursday December 18<sup>th</sup> – Luncheon
    - **Chamber Choir** to performed at December 21<sup>st</sup> Music & Beyond.
  - e) **Flower Money** – Pernilla to collect the flower money (\$400) and give to students.
6. **Webmaster -Website:** Amanda reported that the web conversion went well. Council all agreed that the website was awesome and extremely well done – Amanda noted that there have been a few adjustments She has received some feedback – keep it coming; Amanda raised having Music Night as its own Event/Page – main page so easier to navigate and provide links to program, links to tickets – suggest that it be placed on top bar; Council agreed that it should be moved.  
Amanda noted that once the main event/fund raiser is over, the page will be hidden but will be readily available for next time.  
Page for Fundscrip – same content as e-mail  
Council also discussed e-mail for council;  
**Action:** Amanda to move Music Night to own space. She will also check prices of e-mails and commerce option.
7. **Treasurer's Report:** Based on statements for October, Pernilla reported on the following:
- a) Citrus \$12526  
Fundscrip \$126  
\$22000 in Music Parents account

Council discussed Wishlist

- i. making a contribution to trip i.e. for rental of instruments or extra bag charges. It was noted that this has been done for past trips (e.g. Cuba, etc)
- ii. paying for LED – wall mount (display case) – 30-36” estimate to be \$300 + tax

**Motion up to \$500** for LED Screen by J’lene; seconded by Clare

Council also **motioned \$3000** towards trip towards rental of instruments – Diana motioned, seconded by J’lene

## 8. Music Night Debrief

- a) Music Night went well overall
- b) **Tickets:** Some issues with ticket sales on paypal particularly the high volume and that it is extremely labour intensive; There was over \$10,000 in sales; Unfortunately the link to paypal was only shut down on the Thursday evening Council discussed looking at Ticket Options - printing of tickets; need for secure payment; % goes to paypal  
**Action:** Investigate options such as Event bright and other sites; normally there is a discount for non-profit and bring back in January (Send out e-mail for a volunteer to investigate)  
Need to **revisit ticket prices** – offer a family rate (\$40 for families)
- c) **Volunteers/Logistics** – Volunteer signup went well; Clean up crew – was a good idea; a few small issues; need to get people to wash table cloths (They go back to Room 116)  
Bake tables well stocked – Council agreed that this was result of Remind  
Some loaf pans were left; E-mail to be sent  
Backstage; back of house  
Front of House – training for new people; what is expected  
Students not to be in halls (need 2 hall monitors; one on each side)  
May – this is a bigger issue  
Bell ringers on Friday for the hampers – was very distracting  
Water for students – not required; take off list; result of past history
- d) **Other:**  
**Cash forms** – how many people need to sign? Council agreed that it was only necessary to have two signatures on Music Night, treasurer to verify afterwards  
42 new parents signed up Music Parent  
17 new parents for the List server

## 9. Fundraising:

- a) **Fundscrip** – Great idea to be set up at music night 8 new people signed up;  
14 new supporters since last order  
On par with last years orders; Since September \$1260; 33 orders \$328 profit
- b) **CDs/DVDs from Music Night:** DVD orders - send to Shawn;  
CD orders – James to check into who can arrange. **Action: James to follow-up.**
- c) **Honey** – sold 32 bottles - \$10/bottle; \$2.50 profit per bottle. In total, \$103 profit  
to go to the trip
- d) **Lip balm;** Sell for \$5 with \$2 profit; Sold 9; will send full cases back  
E-mail to be sent out
- e) **Citrus:** Tim Robillard reported that the fundraiser went well; \$16000 total with a  
profit of \$3500; \$2700 to students; \$900 to Council  
Remind to be sent to pickup; Monday December 8th is last day  
Unclaimed Citrus Orders – donate one box to the Office; The rest will go to the  
food bank.  
It was noted that the grapefruits were great and that oranges not as good this  
year.
- f) **Coffee fundraiser**– 16 bags sold (10 orders) ; announce extended deadline;  
Jessica to announce; Coffee fundraiser is raising money for the trip.  
(Dance is also selling coffee)

## 10. Other business

- a) **February Meeting date** – conflicts with Grade 8 info night – to be changed to  
February 19th

## 11. Next meeting: January 8, 2015 (Room 160)

Meeting adjourned: 8:47 pm.