

## MUSIC PARENT SUPPORT GROUP MEETING MINUTES

7 January 2016 / Room 160

### Attendance

- Jason Sinkus - music department head
- Diana Hampson - co-chair
- Rosemary Baldwin - co-chair
- Mackenzie Elliott - student co-head
- Sarah Pledge-Dickson - student co-head
- Tim Robillard - citrus fundraising
- Clare Pelley - community rep
- Natalie Dayneka - coffee fundraiser
- J'lene Bradley - past co-chair
- Geoff Baskwill - secretary
- Linda Cudmore - Fundscrip & tuxes
- Liz Hong-Farrell
- Mary de Souza-Chan
- Gord Aitken
- Joanne Harvey
- Derek - parent
- Shauna - parent
- Louise - parent

### Regrets

- Menaka Raguparan - treasurer
- Marie-Christine Feraud - co-volunteer coordinator
- Tim Robillard - citrus
- Carolyn Clark - DVDs
- Ian Douglas - webmaster
- Craig Cudmore - Fundscrip & tuxes
- Michelle Van den Bosch

### Welcome/ Approval of Minutes – Diana

- One change requested: remove photo
- Requested amended minutes from November
- ***Moved to approve December minutes: Clare, seconded Diana. Passed.***

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**7 January 2016 / Room 160**

### **Student Update – Sarah + Mackie**

- Bigger turnout than expected at Monday's meeting
- Music nights went well
- Reminder to the students to send in receipts
- Students thinking of doing a social in February, possibly skating
- Possibly an evening laser tag event
- should have 2 weeks notice to get forms if anything official is done

### **School Update - Jason**

- getting set for second semester
- repertoire picked out
- possibly orchestra in Kiwanis march/april, have to decide very soon
- 20 new music stands (\$1500) on the wish list + trolley (quote in progress)
  
- ask from rosemary to get an inventory of instruments & equipment including age to know what to plan for
- cellos are in need of attention
  
- music fest tentative dates (shuffle is expected)
- auditions / workshops for grade 9s coming up. numbers are even or up from last year.
  
- invoice for charms (3yr contract)
  
- music night - things went really well; too long. ideally done by 9pm.
- length of in-between / mc / intermission all added up
- looking at a few ideas for the program to shorten it up

### **Music Nights de-brief – Marie-Christine, Liz, Clare, Mary**

- student volunteers - make sure that they're organized & arrive on time
- speak to custodians about the noise level during music night
- womens' washrooms were locked, students were changing in the washrooms
- request for all washrooms to be unlocked & have students change elsewhere (before concert)
- need to have volunteers on the lookout for garbage & food in the auditorium
- raffle \$559.20

## MUSIC PARENT SUPPORT GROUP MEETING MINUTES

7 January 2016 / Room 160

- memory books \$660
- dvd/cd \$890
- bake table \$1373
- drink table \$369
- tickets cash \$540 for chs
- scanner system worked very well
- \$14 798 tickets sales
- t-shirts for volunteers was a good idea

### **Treasurer's Report – Menaka (Rosemary)**

- Menaka sent the information from December / \$13199 available for MPSG, wishlist accounts for all but \$400, we will look at prioritization
- Clare - the Cadenza balance is incorrect
- There was a shortfall when counting at music night; reminder to everyone to be careful
- Accountability & governance: if we have cash coming in, it has to be deposited, anything going out should be a cheque.
- Missing receipt form suggested by Rosemary to deal with situations where receipts are missing. Should be on the website.
- ***Diana, Jason moved to use this form. Motion passed.***
- Rosemary to follow up on the paypal account.
- Need a separate copy of the cash-counting form for USD. Add a note on the form to this effect. Add area for \$100 bills.
- Need to manage expectations that reimbursements from music accounts may take 2 weeks or more.
- Make sure that account records provided to MPSG don't include personally-identifiable information.

### **DVD Equipment - Carolyn (absent)**

- Carolyn is good to go for now
- We should make it clearer that people in this role need to bring their own equipment

### **Webmaster – Ian (absent)**

- updates have been put in

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7 January 2016 / Room 160

### Upcoming Events

- Music Fest
- Jazz Fest
- Grade 11 Recital (March 30)
  - last year grade 11 recital was quasi-catered (students only), much easier to do it that way
  - tickets are \$15 to cover the cost of the rental of the NAC and lunch for the students
- March 5th - First Baptist Church 140 Laurier West - vocal students - Canterbury after hours showcasing all of the Canterbury choirs
  - \$15 adults / \$10 students & seniors

### Fundraising

- Fundscrip - Linda
  - almost \$2100 so far
  - we have to request cheques from fundscrip to get payouts, a cheque is on its way in january
  - request from a supporter to create a fundscrip account for vocal students in need of support for music night attendance
    - discussion, this would present a governance issue tracking the funds, suggested redirecting support towards a bursary or some other form. Reminder from Jason that students for whom tickets would be a financial burden can speak to him privately and get tickets.
- Citrus - Tim (absent)
  - no update (it was delicious)
- Coffee - Natalie
  - sold coffee at Shrek & music night, won't be doing musical again
  - \$634.70 in profit this year
  - teachers handing out coffee worked very well (thank you)
  - discussion of whether we want to split per student, not going to do that this time but maybe next year

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**7 January 2016 / Room 160**

- Silent Auction - Gord
  - ready to go
  - correspondence going out next year to last year's donors
  - january 18th will send out a general reminder
  - can potentially set up a website for this year & have pre-bidding
  - Gord as point of contact
- Frozen Berries
  - Have not contacted the supplier; will do that this month

### **Cadenza Committee update - Clare & Mary**

- Music Clothing
  - sweatpants - discussions about print on the back or leg, both options will be available
  - rugby jerseys - \$66, only making 46c
  - hoodies are 3650 + \$8, only making 4.30
  - pants - 3.47 profit
  - t-shirts - 5.99 profit (\$15)
  - order by paypal: charge 2.9% + 30c / transaction
  - paypal is set up, but jason doesn't think it's worth it for this fundraiser due to costs
  - wed/thurs/fri students bring in forms, will be managed in charms
  - possibly have parents come in to take forms & money: Diana (Wed/Fri), J'lene (Thurs/Fri), Rosemary (Thurs) offered to come in
  - 11:15 - 1pm
  - 2 parents for Wednesday, 3 Thurs, 4 Friday.
  - Need 2 money counters.
  - Mary will put in a float
  - If students want to use their music accounts, they must submit a form & get reimbursed.
  - Items are custom and not refundable.
- Memory Book
  - In progress, Jason to approve content, deadlines have been set out.
  - We'll be charged the same amount this year as last year.
  - Students will be asked to contribute photos

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**7 January 2016 / Room 160**

- Bottle Drive
  - this Saturday (January 9)
  - will have signs outside for drop-offs
  - make sure to let people know that it's clear it's a Canterbury bottle drive

### **Additional items**

- Clare is putting together a FAQ page

**Adjourn – next meeting Feb 4.**