

# Canterbury High School Music Parents Support Group

July 3, 2014

## Minutes of Meeting

Attendance: J'lene Bradley, Rosemary Baldwin, Pernilla Berin, Laurie Hamilton, Clare Pelley, Deana Kosabek-Anderson, Amanda Lovatt, Marilee Mansfield, Mary De Souza-Chan, Shawn MacArthur.

Regrets: Gina Pink, Jennifer Roberge-Toll, Heather Anderson, Diane Hampson-Wilson, Liz Hong-Farrell, Eleanor Everett, Patricia Filoso.

1. General Welcome/Thank you to Amanda for hosting.
2. **Approval of Minutes:** June minutes should reflect that it was Glenda that motioned the new constitution. Action: Minutes to be adjusted. Approval of Minutes- Motioned by Mary, seconded by Shawn.
3. **New Constitution** – The new Constitution as passed by Music Parents and teachers at June 1<sup>st</sup> meeting needs to be signed by the Secretary. As Jennifer Roberge-Toll had to step down for personal reasons, Rosemary Baldwin has been fulfilling the role of Secretary. Motion for Rosemary Baldwin to be designated Secretary. Motioned by J'lene; seconded by Deana. Motion carried.
4. **Signing of Constitution:** The Secretary signed the new Constitution; Action: Amanda will scan and return to J'lene for safekeeping on the official file.
5. **School Update:** On behalf of the Music Department, Laurie Hamilton reported:
  - a) Trip to Germany and Czechoslovakia: 96 students indicated interest (one on hold) and included deposit. There are a maximum of 100 spots for students; 10 for adults. Cheques to be cashed shortly – students to be advised (Vocal students have already been advised; strings have been told; winds to be told); **Action:** Laurie to confirm that all students accepted for the trip have been advised.

Fundraising needs to focus on costs related to the trip (cost of renting instruments, extra baggage costs for instruments, reducing costs for students, etc.). It was noted that supply teachers are required (for week before March break); Extra baggage costs should not be underestimated as airlines are very strict with their policies;

b) Traditions:

- L. Hamilton indicated that certain traditions have been established over the years (eg Grade 11 and 12 recitals) – she would like them continued. Fundraising needs to go towards these recitals, etc. (Grade 11 recital at 4<sup>th</sup> Stage; costs approx. \$2000; Cost of Studio for Grade 12 is \$5000; Cost of NAC is \$15,000 (\$4700 rental and \$11000 for food);
  - Awards and trophies belong to the school/students. They should not be taken down as the school heritage needs to continue. This is particularly important when there is a reunion. Music Night posters have been laminated/dry mounted and are hung up on the walls.
  - L. Hamilton has programs of every event for the past 11 years. Question - whether to keep or take. Parent council suggested that these should be saved in the school archive. Whenever there is a reunion, it is important that these be brought out. Music Parents have a role with the archives. Action: Laurie to speak with Lyndsey (Librarian); music parents willing to assist.
  - Budget/invoices since 2007/8 have been kept. Question whether to keep or destroy. It was suggested that these papers include invoices and for inventory/insurance purposes that these should be kept. Action: L.Hamilton to leave for J. Sinkus.
  - Inventories: It was noted that an inventory is prepared every year- instruments, stands, textbooks, computers, sound equipment. Computer inventory was completed; others still outstanding.
  - Fundraising should focus on traditions/recitals as well as for the trip (see above).
  - Highlights letter – would like this to be continued. Laurie to write for this year.
  - Meeting/Lunch with Student Co-chairs (outgoing and incoming) in August with head of Department. L. Hamilton to arrange.
- c) DVD's 4-5 not picked up; Request for Spring 2011 DVD – **Action:** Shawn to contact Dave Everett if Deana does not have copy.
- d) Room 116 – Needs to be cleaned up. Amanda, Marilee and Deana willing to assist on Friday July 11<sup>th</sup>, if required. Uniform collection went relatively smoothly; chorus uniforms were collected after Jun 29<sup>th</sup> performance; some items are missing. Old vocum dresses should be donated.

- e) Music Council t-shirts: Gina to take them. **Action:** Laurie to give to Clare who will give them to Gina.
  - f) CDs: They are delayed. Liz has list of those who ordered CDs. Important to get CDs to Grade 12 students. **Action:** Clare to ask Liz for list.
  - g) There are 2 trophies (from Kiwanis) requiring engraving. **Action:** Clare to pick them up. Office to close July 14<sup>th</sup> for a month.
6. **Fundraising: Fundscrip – Deana** reported that two more persons signed up. Summer program started June 14<sup>th</sup>. Deana is leaving/graduating; J'lene will put out a request for volunteers.
7. **Treasurer's Report:** Based on statements for June, Pernilla reported on the following:  
Income received from Bag to Earth, honey, DVDs, Garage Sales (Grad raised \$800).  
Refund for REAL Group (\$2000 for music dept; \$2000 music parents).  
Expenses: Student (Grade 12) accounts - Let grade 12 put request towards music lesson/grad; One student contacted treasurer but recently there have been difficulties contacting the student. It was agreed that student(s) should be given a deadline of mid August. Any balance remaining at the end of August (year end) is to roll into music department account.
- a) Memory book – Pernilla has not received income or invoice. The Invoice should be with Gina (Kayleigh); Money comes from Grad committee. (\$776) Note there were 97 books ordered; sold 94 at \$12/book; 16 memory books not picked up
  - b) Clothing- t-shirts for the music council was paid from profit of music clothing order. All has been paid.
  - c) Grad fundraising (approximately \$4500) – should be reassigned to music department as music dept paid invoice (\$4700 studio rental; \$11006.70 for food)
  - d) Cheques for dry cleaning to be cashed.
  - e) Paypal account – stays in parent council account
  - f) Change of Officers – will need to change signature cards with the bank. We will try to coordinate a meeting in the fall.
8. **Webmaster:** Amanda reported that there has not been much activity. The new dates of parent council meetings have not been uploaded; As soon as they are confirmed; she can do so. **Action:** New dates to be added to website

Amanda to revamp website (navigation/menus; revise content; technical side (new site). She would like to redesign the website to make it easier to navigate and clearer to read.

She will need a subgroup/1 meeting where she will be requesting feedback. Amanda will require assistance on the technical side/set up new site. Could solicit help by putting a message on ltsvr. **Action:** Amanda to work on redesign as time permits.

Music Night photos – Amanda to add some to the website. Parent volunteer has provided some excellent photos and should be displayed on web. **Action:** L. Hamilton to give USB or send some photos to Amanda to upload.

9. **Survey Update:** A survey was sent out at the beginning of June. Limited response (43) to the survey. Take away: While there was limited response, results should be considered particularly where there is a majority with the same voice/opinion. People don't like to sell things except citrus. It is also important to articulate fundraising goals – at every opportunity.

**Action:** J'lene to address fundraising goals at music night; add information on the website.

#### 10. Other business

- a) **Graduating Parents/open positions for next year:** Gina Pink (co-chair), Liz Hong-Farrell (volunteer coordinator), Deana Kosabek-Anderson (responsible for Fundscrip) and Dave E. (tickets/programs) are all graduating; Diana Hampson-Wilson has agreed to put her name forward for co-chair; Lisa Fast is going to take over volunteer coordinator; she shadowed Liz during Music night. We need a volunteer for Fundscrip; **Action:** Co-chair (J'lene) to send a list of positions that are vacant and a request for volunteers in late August via ltsvr.
- b) **Student Co-chairs for next year:** Jessica Simpson from vocal and Cynthia Chung from Strings are the new student co-chairs. Justin (from 2012/13) created a fantastic binder and gave it to Kayleigh and Simon; Binder should be transferred. (Traditionally get outgoing and incoming chairs together for a lunch in August.)
- c) **Memory Book** – Mary noted that the memory books were done at the last moment; pictures were not great quality. Suggest that the memory books be pre-ordered/paid in February. It was also suggested that a music parent assist to put together book and with formatting/layout. Best if a student could work on memory book in conjunction with their independent study. This requires 20 hours of work and can be done either in the first or second semester of Grade 12. **Action:** Mary to speak to James Caswell re: independent study.

- d) **Tuxedos/Dresses** – To be fitted the last week of August (Aug 25/26/27). Elizabeth Sabbagh will be leading. Clare will assist if required.
- e) **Wish List:** - needs to be done at the beginning of the year. The board needs to know.
- f) **AGM on September 15** –J'lene confirmed that the auditorium has been booked. It would be a good idea to provide trip update; likely to get good turnout if combine with trip information.
- g) **Change of officers for Banking:** With graduating/retiring officers; there needs to be four people with signing authority (J'lene, Diana, Pernilla and Rosemary) and that there will need to be an appointment with the bank to officially change.  
**Action:** Pernilla to set up meeting with the bank in the fall.
- h) **Meetings next year** –Parent council meetings will be held on Thursday nights (normally first Thursday, except September and January). There will be no meeting in March. Rooms will need to be booked. **Action:** J'lene to e-mail Caroline MacAteer to book meeting rooms for parent council meetings.
- i) **Transition:** J'lene and Gina to meet with Jason in August.

**11. Fundraising for next year – Focus should be on raising money for the trip; best to have fundraisers with link to student accounts.** The following fundraising suggestions were raised:

- a) Black socks be sold at music night
- b) Raffle items (basket watch/quilt/etc)
- c) Car test drive – needs to coincide with another event (eg. Open house with art department, etc; Caroline McAteer suggested that Clare attend Coordinator/head meeting.
- d) Coffee – could be done recurrently; it is consumable so should go over well.
- e) Selling items at music night – space is an issue;
- f) Recycling electronics – can have in different locations. It was suggested that a date be picked; need to have signage;
- g) Octoberfest – perhaps could coincide with open house (see above)
- h) Continue with Fundscrip, citrus:  
**Note:** Need to consider that admin staff and teachers are required should there be events held at school.

12. **Next meeting:** September 11, 2014 (Exact location to be confirmed; likely room 116)

Meeting adjourned: 10:30 pm.