

## **Music Parents Support Group – Meeting November 10 2016**

**Present:** Linda Cudmore, Diana Hampson-Wilson, Rosemary Baldwin, Carolyn Clark, Marie Christine Ferraud, Menaka Raguparan, Janet Wilson, Tim Robillard, Jason Sinkus, Joanne Harvey, Gord Aitken, Clare Pelley, Bobiann, Craig Cudmore, Leilani Schaefer, Cara Thompson

**Regrets:** Sarah Raahemi, Natalie Dayneka, James Caswell

1. **Welcome:** Diana welcomed everyone to the meeting, and all present were introduced.
2. **Minutes** of last meeting were approved, as corrected, moved by Rosemary, seconded by Linda.
3. **Student Update:** Janet Wilson reported.
  - a. **Music Clothing:** There were enough orders to order hoodies and quarter zips (100+), but not enough to follow through with pants, baseball shirts and crew necks. This was the first time ordering could be done with an online form, hopefully it will be smoother in 2017. For next semester orders, there will be lower minimums so that more orders can be filled. Profit goes to grade 11 recital.
  - b. **Coffeehouse:** November 3, a great event. Use of round tables increased circulation, and the bake sale was successful. \$800. + profit, \$289. for Cadenza, remainder to Music Department
  - c. **Meetings** of Music Council are efficient and well-attended.
3. **School Update:** Jason
  - a. **Events:** November 7 Chamber Choir sang at the Veterans' Candlelight Tribute; smaller Chamber group will sing at Order of Ottawa Investiture; some Male Chorus and Vocum singers will take part in the NAC Star Wars event December 8-10.
  - b. **Feeder School Concerts:** 23 November, 2 shows (morning/afternoon). Volunteer spaces already half-filled.
  - c. **Wish List:** A representative from Sound Post will do an inventory of all cellos to recommend repairs needed (funded by Music Department). Also to make recommendations about purchase of 2 cellos funded by MPSG. Jason mentioned the need for new viola bows (cost approx. \$1600.) MPSG will consider this in January.
4. **Treasurer's Report:** Menaka

Bank balance: \$23,918.90 Excess (undesignated) Funds for 2016-2017: \$3,051.21

As a follow-up to the audit, MPSG discussed putting a time limit on when invoices could be submitted for reimbursement.

**MOTION:** *Diana moved and Menaka seconded that requisitions are to be submitted within 30 days of event or 30 days after any invoice is received. Carried*

**Student Accounts:** Three students who have left the music program still have funds in their student accounts. Jason will consult with the students concerned about reimbursement or donating the funds to the music program. Traditionally, unspent amounts have gone to Cadenza for the following year.

5. **DVDs:** Carolyn and Bobbiann

- Price change \$20.00 will help keep DVD orders separate from ticket orders on web site.
- On Music Night, the forms for DVD orders and Memory books will be printed on separate coloured paper, and include a tear-off receipt. (MC will change template.) Jason will arrange the printing.
- Website sales: using same form for tickets and DVDs means it is difficult to track students' names and disciplines for distribution later.
- Proposed distribution of December DVDs is late January.
- Craig investigated online purchase of recordings, but licensing issues make it expensive.

6. **Webmaster:** Jason

Updates needed: Minutes from September (Rosemary) and October (Elizabeth) meetings need to be posted on the website.

Jason will update links and sign up page for music night volunteers

7. **Upcoming Events: Music Nights December 1-2**

- a. Suggestions for MC: Possibility that an alumnus might be available.
- b. Poster almost ready, artwork will be used for online tickets also.

**Volunteers:** Marie Christine and Leilani

**Dates:**

- a. Volunteers' sign up page on website is almost ready, will be posted November 12.
- b. Volunteer ticket sales (website) November 13-16, limit 5 tickets per night per household.
- c. General admission ticket sales November 17-30.

**Floats:**

- Raffle
- DVDs
- Memory Book
- Cash ticket sales
- Water

**St John's Ambulance** – have another event booked that night, but will likely be available. Menaka asked that they provide receipt (signed.)

**Volunteers needed:**

- Audio volunteer not needed
- Water table – 2
- Ticket sales coordinator – 1 to meet with Craig ahead of time, use printed spread sheet
- Scanners – 4 with phones, 1 to stay outside Auditorium until 7:30.
- Stampers not needed, due to assigned seating
- Bake Sale Coordinator – 1 each night
- Ushers – 2, at doors to work with scanners, help with seating

- Front of house – 2 with seating maps
- Cash counter – to count after intermission 2 (Clare and 1 other, plus Menaka)
- Back hall monitors – 1 at a time (half program) need “quiet please” signs
- Raffle – 3, one at table, 2 to move around
- Memory book sales – 2
- Photographer – 1, to take photos of volunteers, etc
- Fundscrip – Linda and Nina
- DVD – Carolyn, Bobbiann and Tim

**Student volunteers:** each night

- 6 for servers
- 4 to hand out programs (750 total, plan to re-use for Friday?)

**Supplies:** likely under \$200.00

**Ticket Sales:** Craig

- Waiting for artwork to add to website tickets
- Room for 3 ads for other programs, events, sponsors
- Door sales are CASH ONLY, locate large sign for visibility
- 715 tickets per night
- Cordons (3) to create 4 lines leading to scanners

**Reserved/Flagged Seating:**

- A. Volunteers – 10, no tickets needed
- B. Accessibility
- C. Obstructed view for AV equipment (sound board) or to clear space for DVD recording
- D. Seats for Cash Sales (50), Jason will print and arrange for sales in school during week

## **8. Music Support Group Fundraising**

- a. **Fundscrip:** Linda - Already \$1300. Raised, more than last year at this time. Linda noted that normally MPSG purchase a gift for the staff who assist with handing out cards for Fundscrip and other tasks.  
**MOTION:** *Rosemary moved and Clare seconded that Linda spend up to \$50.00 to purchase a Thank You/Xmas gift for the CHS office staff who get the gift cards to students, as well as other tasks. Carried*
- b. **Citrus:** Tim - Estimates from Produce Depot delayed, estimated start date November 16, with 2 weekends for sales period.  
Profit approximately \$9 per box, 75% goes to student accounts, 25% to MPSG  
Tim will email to confirm pricing, dates  
Volunteers to help counting (Natalie and Tim + Menaka to sign off).  
Jason will send reminds, link to website for order forms, etc.
- c. **Silent Auction:** Gord - Start in January
- d. **Frozen berry sales:** Natalie - Start in January

## **9. Cadenza Committee:** Clare and Joanne

- a. Bottle Drive: January 7-8, looking for drop-off homes. Advertising save bottles over Xmas season, perhaps on web sales tickets for Dec Music Nights.
- b. Music clothing: see above, Student report
- c. Memory Book: Tough family will work with students, taking orders Music Nights
- d. "Old" music sale – during Parent Teacher Interviews, raised \$140.00.

10. Additional Items

- Student Vocal Award Sponsor confirmed, Garth Hampson. Criteria to be developed.

Adjourned by Diana, at 8:45 pm.