

Music Parents Support Group Executive Meeting - July 27 2017

Present: Jason Sinkus (Department Head), Rosemary Baldwin (Past Chair), Elizabeth Bryce (Secretary), Diana Hampson-Wilson (Co-chair), Clare Pelley (Community Rep.) Menaka Raguparan (Treasurer).

Regrets: Linda Cudmore (Co-chair *Motion: Clare Pelley moved and Rosemary Baldwin seconded that the Minutes of the meeting June 1, 2017 be approved as amended. Carried*

Financial Report:

June Financial Statement notes:

- 1. Grade 12 withdrawal of funds** was very consistent, which meant that giving Jason more information to pass on to individual students worked well, and less unclaimed funds were redeemed by MPSG.
- 2. Flower Fund** (students) - Collected from students by music council at the beginning and spent by end of the year, with a small deficit of \$11.00 covered by MPSG. The account can be closed, with nothing carrying forward year to year. MPSG will consult with the new co-heads and council in the fall about collection for gifts and social activities. As Diana is retiring co-chair she was asked to be the liaison with the new council and co-heads, and agreed.

New Treasurer:

MPSG had a lengthy discussion on the role of the treasurer position, the qualifications for such a position and the practicalities of being a Treasurer including the requirements of OCDSB and the MPSG auditor. All candidates were considered at length but will still need to be voted in at the AGM (based on the Constitution) Monday, September 18.

Diana will ask Linda Cudmore to be in touch with the other volunteers, and let them know the position has been filled. Other opportunities for volunteering include: volunteer coordination, concert attire. Many of our positions would benefit from a year of shadowing (ie. Cadenza fundraising, Citrus, Silent Auction, Secretary.)

2016-2017 Financials

- 1. Grade 12 Student withdrawals:**
 - Most students withdrew funds, but the Treasurer noted that some made too many small withdrawals, at cost to the MPSG for cheques and extra labour for the Treasurer.
 - Rather than having a minimum amount, it was suggested that Jason only endorse one withdrawal per month, per student. He will remind them to collect receipts and ask for reimbursement periodically.
- 2. DVD income and expenses:**

income: \$4232.00

expenses: \$2060.00
TOTAL PROFIT: \$2163.00

- We raised the price to \$20.00 for the spring DVD, but it didn't seem to affect the number sold.
- We were very satisfied with the professional videographer and the final result.
- Diana will write a reference letter for the videographer and see that she is booked for Music Nights in 2017-8.

3. Music Night Fundraising (Bake Sale and Water)

TOTAL: \$5834.40 plus \$1000.00 donation

4. Cadenza 2017

carried over from 2016-7	\$1457.82
raised	\$4342.00
TOTAL (MPSG):	\$5758.24

- Total cost of the event is approximately \$16,000.00 - the balance paid by ticket sales.
- Jason will continue making sure an invitation is sent to parents and families of graduates to underline the importance of celebrating the students' achievements and performances.

5. Total Fundraising for 2016-2017 expenditures: \$16,785.03

Wish List: (prioritized by Executive)

1. Rolland drum kit \$2000.00

MOTION: Moved by Clare, seconded by Rosemary, that we purchase drum kit, estimate \$2000.00. Carried.

2. Vocal retreat contribution \$4000.00 (amount determined at March meeting)

MOTION: Rosemary moved and Diana seconded, that we contribute \$4000.00 to the 2017 vocal retreat. Carried.

3. Concert attire \$3500.00 (as needed)

MOTION: Moved by Clare, seconded by Diana, that we budget up to \$3500.00 for new concert attire required in September 2017. Carried

4. New folders for Strings/Winds \$4000.00 - It was agreed these would be better funded by the music department, so will not be funded by MPSG.

5. Instrument Rentals for Italy trip \$4500.00 to be confirmed at November meeting.

Amount to carry over for 2017/2018 is **\$2077.16** (after taking into account all the wish list items.)

Agenda Items for 2017-2018 meetings:

November 2017 - approve funding of trip rentals;

January 2018 - discuss vocal retreat fall 2018.

Executive Membership:

The constitution was revised in June 2014 and includes a person from the community and that directors can't serve more than four years. Clare has one more year to serve at community representative.

Recruiting Volunteers:

We will consider keeping tasks manageable and involving as many parents as possible, but maintaining consistent financial practices. For example, MC's suggestion of dividing Volunteer Coordination into two positions (Music Night and Email coordination) or Concert Attire (Dresses and Tuxedos).

Music Department Schedule: 2017-2018

September	15	Three sisters/Sub social
	27-29	Vocal Retreat
	28-29	Winds/Strings EYS and EYO workshop
	28	EYO/EYS Concert (volunteers needed)
October	18	Spaghetti Night Fundraiser for trip other fundraisers might include Boston Pizza servers night
November	2	Coffee House
	16-17	Grade 11-12 Chamber Performances
	22-25	Musical (The Drowsy Chaperone)
	21	Feeder School s attend technical run-through
December	7-8	Music Night (Theme: Winter Solstice)
	19	Lobby concert band -8:15 am
	20	lobby concert Jazz - noon
	21	lobby concert vocal - 8:15 am
	22	lobby concert strings - 8:15 am
February	7	Student Social TBD
	21-24	Music Fest
	24	After Hours
March	1-3	Jazz Fest
	28	Grade 11 recital (Fourth Stage)
April	16	Queens' workshop Intermediate Winds
	18	Jazz Cafe and Grades 9-10 Chamber performances
	23	Queens' worship Intermediate Strings
April 27-May 6	incl	Italy Trip
May 31, June 1		Spring Music Night
June	10	Cadenza (Chateau Laurier)

- 15 Music Banquet
- 19 Last Day classes

NOTE: The later date for spring Music Night will mean short turn around time for the Memory Book and DVD production - we will need to plan ahead.

MPSG Meetings: 7:00 pm at the school

September	7	Thursday MPSG
	18	Monday Music Parents' Information Night
October	5	Thursday MPSG
November	9	Thursday MPSG
November	30	Thursday MPSG
January	11	Thursday MPSG
February	8	Thursday MPSG
March	1	Thursday MPSG
April	5	Thursday MPSG
May	10	Thursday MPSG
June	5	Tuesday MPSG

Meeting adjourned at 7:43 pm.