

Music Parents Support Group Minutes – Meeting May 10, 2018

Present: Gord Aitken, Elizabeth Bryce, Leah Cudmore, Linda Cudmore, Natalie Dayneka, Marie-Christine Ferraud, Joanne Harvey, Annegret Hayward, Lorraine McCormack, Clare Pelley, Gina Robinson, Leilani Schaefer, Jason Sinkus.

Regrets: Craig Cudmore, Bobbiann Geller, Diana Hampson-Wilson, Karen Lawford, David Leech.

1. Linda and Gord welcomed everyone to the meeting
 - **Motion:** *Joanne moved and Clare seconded that the minutes be approved as corrected. **Carried.***
 - *We read into the minutes the **April 9 email decision: Motion:** Moved by Linda, seconded by Gord, that we increase the St John Ambulance donation from \$200.00 to \$250.00 for the Fall 2017 Music Night and all donations going forward. **Carried.***
2. Student Update: (Leah)
 - **Coffeehouse** April 17 went well, the profit from the cake auction will be picked up and added to the Cadenza funds.
 - There may be one more **Social** after Music Night.
 - Leah asked for the deadline for submission of the **Memory Book - June 6.**
 - Student rep meeting will promote **basket** donations for the Silent Auction and confirm whether they need Clare's help to put them together; Thursday May 24 Clare will pick up donated items for 4 baskets, and Annegret will pick up for 2
3. Music Department - Jason
 - **Italy Trip:** Great trip, the students were excellent travellers; the chaperones were great and the touring company well-organized.
 - **Music Nights:**
 - Poster:** "Echoes of Broadway" to be available this week as PDF
 - There will be a **Pit Orchestra** for some vocal performances.
 - Rehearsals** after school: Mon May 28 and Tues May 29.
 - **Lawn Concerts:**
 - Winds:** June 13, lunchtime
 - Vocal:** June 15, lunchtime
 - **Cadenza:** June 10, 8:30-12:00 Performances; then luncheon. Jason is currently confirming numbers and meals for the Chateau Laurier; tickets now available on line (grade 12 students are paid for by Cadenza fund-raising.)
 - **Elections** for co-heads: speeches and voting June 8
 - **Music Banquet** - June 15 at 5:30 at RA, tickets \$20.00.
 - **Wish List:** bow replacement estimates still in progress; an excellent student oboe has been donated by the Monkman family;
 - **CACDA** is proposing is to purchase a Baby Grand for the auditorium, we will give them time to talk about their work at the Music Nights.
4. Treasurers' Report (Gord):

- **Allocation of funds:**

A group met to discuss **re-allocation of funds** raised by MPSG, both for communication and simplification of books for Treasurers.

- **tickets sales** to be kept separate from fundraising
- all fundraising to go into General funds, excepting: **Citrus, Frozen Berries, Fundscrip** (75% student accounts/25% general)**Budget** will still be set annually and include these items and approximate amounts: **Cadenza** (\$5000.00); **Grade 11 recital food** (\$1000.00); **vocal retreat** (\$4000.00); **charms software** (3 year rotation \$500.00-\$1500.00); **Concert attire** (?)
- MPSG will continue to manage **scholarship fund**, including Christine Hansen, John Porhan, Robert Palmai.
- **Music Night fundraising** will continue and new fundraising initiatives will be discussed throughout the year.
- relationship with **CACDA** - perhaps have liaison at meetings
- Importance of communication with whole membership.

MOTION: Linda moved, seconded by Clare that the proposal for allocation of funds be approved and put into place in September 2018. Carried.

Discussion about the **role of students** in doing fundraising - making use of their talents, however, if off campus, does the school have responsibility to supervise? Balancing benefit with adding more work to students, staff and volunteers.

- **Auditor Sub-committee:** Gord will meet with Karen and Dave. Terms of Reference are drafted and possible candidates named.

5. Music Night Planning:

- **Tickets** - sales started
- **Volunteers:** (Leilani and MC)
 - will pick up cash boxes and cheque for float
 - DVD and Memory Book forms, Jason will prepare
 - MC reported we are already underway with many slots for volunteers filled
 - many returning to same jobs
 - final email to volunteers a few days before with extra instructions
- **Videographer and DVD sales:** form to be updated, sales should be available online; there were some problems with delivery a few years back
- **Silent Auction** (Annegret)
 - 30 items already, items are being evaluated
 - Master List to go up on Website
 - logistics 7 tables, table from library for non-food items, Leilani to request
 - Gord will bring tablecloths
- **Memory Book and Flower Sales** (Clare, Joanne): 75 flowers ordered each night (bought at \$2.25, sell for \$5.00) purchased from Ottawa Flowers - Wed pick up for Thursday flowers, Thursday pick up for Friday. Total cost \$330.53.

6. Other Business:

- Social Media Update
- **WebSite Update (Gina)**
 - **"Contact Us"** 2nd most viewed, but not clear where the contacts end up; only 5 questions since Gina took over - lots of spam! We agreed the form should be deleted, have a contact page with emails for teachers, school, MPSG Exec., and clearly separate staff and volunteers.
 - **CHS Music News** - possibility for blogpost but unused - will be removed
 - **Fundraising Initiatives** - duplicates other info in drop-down menu, so Gina will simplify, update
- **Opening of Positions on MPSG 2018-2019** - will be filled in September AGM. MC will send Linda the descriptions from previous years.
- **Parent Council Finances and the OCDSB** - will discuss next Fall if the OCDSB move forward.

The meeting adjourned at 9:01 pm.

NEXT MEETING: Tuesday, June 5, 2018