

Music Parents Support Group - Meeting October 6, 2016

Present: Rosemary Baldwin, Elizabeth Bryce, James Caswell, Carolyn Clark, Linda Cudmore, Natalie Dayneka, Marie-Christine Ferraud, Diana Hampson-Wilson, Menaka Raguparan, Sarah Raahemi, Tim Robillard, Jason Sinkus, Joanne Harvey

Regrets: Gord Aitken, Clare Pelley, Janet Wilson

1. **Welcome:** Diana welcomed everyone to the meeting, especially new volunteers and officers.
2. **Minutes** of last meeting September 8, 2016 were approved, moved by Linda, seconded by Diana.
3. **Student Update:** Sara Raahemi reported:
 - a. **Music Social** (September) was very successful, food catered by Three sisters appreciated by the students.
 - b. **Music Clothing** - they are planning 2 rounds of clothing. Fall order is being organized, including a logo contest and Wordle. A parent liaison is needed to work with the students, especially for financials.
 - c. **Coffeehouse** (November 3) Auditions will be held and acts posted last week October. There will be a cake auction, and the committee is looking at a new way of setting up, serving refreshments. Will need 2 parent volunteers to count cash - funds go to Cadenza.
4. **School Update:** Jason Sinkus
 - a. **NAC** - grade 9's and general music students attended **Joshua Bell** rehearsal on October 6.
 - b. **Theory Lab** offered by D. McLauchlan on Wednesdays at lunch, for all students in the music program.
 - c. **Feeder school concerts** are scheduled November 23. Likely morning and afternoon concerts, with volunteers needed to welcome, direct traffic.
 - d. **Music Nights, December 1-2.**
 - I. looking for suggestions for an **MC**
 - II. **ticket sales:** Craig will be out of town, need someone to shadow, provide tech support
 - III. clearly separate orders for tickets and **DVDs** online; also DVD orders at tables
 - IV. **email task group** to continue discussion about resolving music night issues (Diana, Carolyn and Bobbiann, Jason, Menaka, Craig, MC, Tim and Elizabeth)
 - e. **Vocal Retreat** at Harrington QC very successful. James Caswell provided a description to the Council and noted that the team building was as important as the music itself. Rotating workshops were held, including homework blocks. The retreat was over-budget due to increased cost of bussing and allotment of supply teachers. Council discussed the merits of such a retreat for the vocal program including the dedicated space for music/choirs at Harrington Lake and the momentum it provided for the program to start the year off and the spirit created. James explained that the same format was used

as de LaSalle including the amount charged to students. Council agreed that the cost to students needed to be kept down/same for the parents and that it was definitely value for money. Council agreed that it was important to advise parents in June so parents can plan for the expenditure. Council wanted to contribute to the retreat moving forward; Treasurer requested to see budget and receipts to verify how best to cover costs of retreat in 2017.

MOTION: Rosemary moved and Linda C seconded that the MPSG cover up to \$4100 of expenses which were over budget. The motion was carried.

James Caswell will submit receipts to the treasurer and they will recommend to our committee which part of the budget might be covered by the MPSG in 2017.

f. Music Attire - delivery of one dress order arrived just in time for ensemble photos. The treasurer cautioned us to be more exact in our requests for funds, ie. include actual estimates for shipping and handling, duties, etc., estimating high if necessary. Of original \$900 requested \$770 has been spent, \$130 remaining will cover cost of garment bags.

g. Wish List: Jason noted that they had included violas on the previous wish list but that now there is a more urgent need for cellos. Council discussed the purchase of two cellos now. Each cello costs approximately \$1500.00 plus tax.

MOTION: Diana moved and Menaka seconded that MPSG spend up to \$3500. for 2 cellos (approx \$1500. plus tax). The motion was carried.

5. Treasurer's Report:

- a. **Annual audit** was completed as required. While all funds were accounted for and the money balanced, the auditor made recommendations regarding governance (internal control), including:
 - Cash counting forms did not have 2 signatures
 - Signature required as acknowledgement of receipt for cheques
 - delay between date of expense and date requisition is submitted. MPSG (Parent Group) is encouraged to submit all expenses without delay.
 - NSF cheques - the auditor noted the importance of recording who absorbed the loss, the steps taken to address the NSF cheque specifically and the steps taken to address the issue as a whole strategies to avoid future NSFs
 - Missing Receipt forms should be used when there is only a credit card receipt, as credit card receipts are not proof of payment
- b. **Financial Statement:** All cheques from last month's expenses have cleared.
- c. **Update on accounting software** - The treasurer (Menaka) explained that the Charms software (used by Music Department) was not feasible given limitations of the system, including: the inability to put in access controls required for governance, the inability to have accounts within accounts (student accounts within the fundraising accounts) and the fact that the balance

sheets were indexed by student and not general or by fundraising account. Excel and the double entry system will continue to be used.

- d. **Signing authorities** still need to be updated, waiting for a few old cheques to clear.
- e. Weebly account renewal – Jason will contact former webmaster to get information about renewal and payment details. The Treasurer will deal with the renewal

6. DVD's

Bobiann will take over orders, etc., Carolyn and Tim continue to work of production of DVD's. An e-mail task group will further discuss off-line format, webpage and issues from last year to come to some resolution.

7. **Website** - Jason has been doing regular updates, the Treasurer will take over Weebly, Domain name accounts and payments. Former PayPal account has been closed as we could not transfer the email contact.

8. Upcoming Events:

- a. **Awards Night** October 20th - no volunteers needed
- b. **Coffeehouse** November 3 - 2 parents needed to count cash. MC will email volunteer request by October 20th
- c. **Feeder School concerts** November 23, need for 4-6 volunteers, will go out Oct 20 if ready

9. Fundraising:

- a. **Fundscrip** - Nina is learning the ropes. Already \$526 earnings in 2 orders this fall. Amazon now part of the program. There have been some changes in payment options by Funscrip to reduce the risk of fraud; EFT is the most efficient payment option.
- b. **Citrus** - waiting to get more information from Produce Depot/supplier. Will try to set up pick times around Music Nights. Menaka and another volunteer will help with the count when orders come in, so they can be deposited quickly. Forms will be out early in November. There was a possibility of working with Produce Depot on maple syrup sales - Tim will explore.
- c. **Frozen Berries** - Organization of sales will start after Xmas.

10. Cadenza Committee update:

- a. **Bottle Drive** - likely January 7, 2017, with drop off from 1st to the 7th at identified drop off points.
- b. **Music Night** sales - gifts baskets and Rafiki bracelets.
- c. **Memory Book** - prospective parent volunteer to meet with Mary.

11. Additional Items:

- a. **Positions to fill** (Cadenza, Publicity, Treasurer Shadow) - MC will provide email template to teachers so that they can send out emails to parents.

- b. **Timing of AGM/Information Night** - Council discusses whether it is better to piggyback with mini-timetable or to have it another week. On the whole Council felt it was better not to have it the same night, but to hold it another week.
- c. **Arts Fee reminder** - how to encourage more contributions - MC/Jason to discuss

12. Adjourn: 8:50 pm

NEXT MEETINGS: November 10 (Nov 3 is Coffeehouse) and **November 24**, 7pm CHS Rm 160