

Canterbury High School Music Parents Support Group

January 8, 2015

Minutes of Meeting

Attendance: J'lene Bradley, Diana Hampson-Wilson, Rosemary Baldwin, Pernilla Berin, Clare Pelley, Jason Sinkus, Amanda Lovatt, Linda Cudmore, Craig Cudmore, Tim Robillard, Elizabeth Bryce, Mary De Souza-Chan, Natalie Dayneka, Susan Heckbert, Gord Aitken, Cynthia Chung,

Regrets: Shawn MacArthur, Michelle Van den Bosch, Lisa Fast, Jessica Simpson,

1. General Welcome.
2. **Approval of Minutes:** December minutes - no suggested changes
Approval of Minutes- Motioned by J'lene Bradley, seconded by Clare Pelley.
3. **Student Update:** Jessica and Cynthia reported:
 - a) **Coffee House** to be held February 12th – Wonderland theme
 - b) **Other initiatives/fundraisers**– Thinking about
 - i. bowling at MacArthur Lanes
 - ii. socials – perhaps skating social
 - iii. Germany social
 - c) **Germany** – the students are very excited about the upcoming trip. There may be a Germany social; students to work with Ms. Vigneron.
4. **Grad Committee Update:** Mary & Clare reported:
 - a) **Memory books** –Mary explained that the memory book is for the music students. The CHS yearbook has limited space on the various programs. Mary met with the grads; a student in Visual Arts is creating the cover (due by first week of February); They will leave space (e.g. 2 pages) for the trip and other events, retirements etc; The students have approached teachers for their write-ups;
There will be another/final order in January; (When it was announced at music night, there were lots of sales on the Friday music night.) List server will include order form for memory book.
 - b) **Clothing** – There were delays with American Apparel. Clothing to be delivered on Monday. Orders (each bag) will need to be checked. Normally, the students hand out; however, they would like parent volunteers to help out over two days (distribute orders over lunch hour time period); Lisa to request volunteers if required. Linda and Tim volunteered to assist.

- c) **Honey** – 1 bottle left; they made \$130 profit towards the trip. (Note: last year they sold 13 cases; this past year only sold 3 cases of honey.)
- d) **Bottle Drive** – planned for Saturday January 10th; Remind to be sent on Friday; Bottle drop offs in different areas of the city; Information including drop off areas is on the website; Money is to be forwarded to Clare.
- e) **Garage Sale** - Council discussed having a garage sale (boot sale) to coincide with Test Drive (Ford/car company takes out people for test drive and pays \$20 per family up to maximum of \$2000.) In terms of the garage sale - people can rent out parking spaces and there could be singing and bake table etc.
Action: Jason to speak to Caroline MacAteer and to check regarding teaching staff and community. The following dates were chosen either Saturday May 2nd (first choice) or Saturday May 23rd.

5. **School Update:** On behalf of the Music Department, Jason Sinkus reported:

- a) **Germany Trip:** Tour company would like to do an info session/Q & A. Thursday January 22nd at 7 p.m. was suggested; The session will deal with questions including separate flights, chaperone ratios, spending money etc; A remind will go out and request questions. The department is working out room assignments as well as repertoire for concerts. The students will wear the informal uniform (golf shirts) to be ordered shortly. The department will be paying for the golf shirts. (Sizing could be done on info night. Mary Chan to get samples for sizing)
- b) Wish List – TV (maybe second one) that will have calendar/notices etc.
- c) Media/photos

6. **Webmaster -Website:** Amanda reported that the website is working well.

- a) **E-mail addresses for council:** Amanda noted the cost to have e-mail addresses specifically for council is \$15 per year. She suggested that there could be gmail accounts created for this purpose. She will give a report at next meeting.
- b) **Fundraising tool bar** – Fundraising is at the tool bar so pages can be added when there are initiatives and then put in background/hidden when no longer required during the school year. It will be readily available for next time. Fundscrip page to be added and then remind can link to info on web.
- c) **Website traffic** - Council asked if the website is getting much traffic. Amanda was to check
- d) **Photos** - Some discussion on website and media/photos and accessing photos; Password to be provided to Jason to access photo section on web.

- e) **School events/Calendar** – It was noted that the calendar is linked to the music program calendar and includes all the activities, events, auditions, etc
- f) **Newsletters** – Further to the survey, newsletters will not be produced. Old versions to be archived (on the web)

Action: Amanda to check into creating g-mail e-mails; Amanda to add fundscrip page; She is also to check web traffic as well as the commerce option of the web.

7. Treasurer's Report: Based on statements for December, Pernilla reported on the following:

- a) Approximately \$20,000 was deposited; the majority from music night with over \$10,000 from paypal. Tickets at the door raised \$1700. She noted that there was \$12,000 in student accounts and \$24000 in Music Parents account.
- b) Council discussed **money for Germany trip** –
 - i. As music department was paying for the golf shirts; there was \$7000 set aside (originally for the golf shirts) which could be used for windbreakers for the students. Tim Robillard was to get quote; given amount, 3 quotes would be required. **[Post script:** Quote was over \$8000. Teachers uncomfortable with amount being spent on windbreakers for students going on trip even if students made a contribution. Money not spent.]
 - ii. Council had also motioned \$3000 for rental of music instruments; Jason said that it had already been calculated into the price. It was suggested that this money could be used for tips for the bus drivers/tour guides Council discussed Wishlist
 - iii. Students to contact Pernilla regarding \$ in their student accounts for the trip – form is on website – it needs to be filled out and signed by the teacher.

8. Option for tickets (Music Night) - Craig Cudmore reported:

- a) He researched a number of options such as Yapsody, EventBright and EventB. One key question was whether council wanted General admission or assigned seating (typically was more expensive). It was noted that there were many non-functional seats in the auditorium so general admission was the preferred option. Yapsody is a free on-line application that allows tickets to be sold on-line and printing of tickets as well as real time reporting (i.e. show how many tickets are left). Yapsody charged extra if reserved seating was required. Event B charged 99 cents per ticket.
- b) **Yapsody demo** - Craig demonstrated some of the features of Yapsody. This application is lightly customizable, has ticket management and reporting

features; and allows people to print tickets. Each ticket has a bar code so people can have tickets on their ipad/phone; there is a box office piece that allows people to pay cash (at the door) or pay on-line (via paypal). Further there are features to address comp tickets, discount codes and pre-purchase. There are no new fees. The application also allows us to put a donation line at check out. Council thanked Craig for his research and excellent presentation.

Action: Craig is to send more information/options.

9. Fundraising:

- a) **Fundscrip** – Linda Cudmore reported that Fundscrip was on par with last years orders; In December \$20000 ordered; \$300 profit to Music Parent Council ; next order - Monday
Looking at ways to promote. Finding individuals who embrace program to do some promotion. Direct link to website.
- b) **CDs from Music Night:** CD orders – James to check. **Action: James/Jason to follow-up.**
- c) **Honey/lip balm** – sold 32 bottles of honey - \$10/bottle; \$2.50 profit per bottle. Also sold 25 lip balms with a profit of \$2 each. In total, \$103 profit will go to the trip.
- d) **Silent Auction** – Gord Aitken reported that he had just started. He reviewed all the information he received from last year including the master list. There is a three prong approach – internal, local business and major sponsors. Some parents will donate items (eg. Sens Jersey). Send out Remind and e-mail regarding the auction and looking for items. Send info to J'lene and she can send e-mail on list server. There will be a page on the website for the auction. Letters and communication about the auction to note goal and objective. (Targeting \$4-5000. For example, Music Parents purchased Chrome books). Letters will be sent out in 3 weeks (end of January) and Gord will follow-up.
- e) **Citrus** – Fundraiser is complete; There were 13 boxes that were not picked up. One box of oranges and grapefruits was given to the office. A total of 270 cases were purchased with a profit of \$3500.
- f) **Coffee fundraiser**– Natalie Dayneka noted that the coffee fundraiser had made \$500 including \$120 from music night. She noted that sales double when they extended the deadline; It was also noted that the Christmas blend was very good and people were really pleased with their coffee. Council discussed further coffee fundraiser and if this should be done every music night. It was noted that the spring music night was too busy especially with the silent auction and typically too hot. Perhaps a coffee fundraiser run in February with delivery in

March - one week offer. Natalie to check with Paul. Otherwise, it would be good to do this again in December/music night next year.

10. Other business

- a) **Graduating parents**—Pernilla (treasurer) and Amanda (webmaster) will graduate start thinking about replacements. They were asked to write a short description of what the position entails.

11. Next meeting: February 19, 2015 (Room 160)

Meeting adjourned: 8:53 pm.