

Canterbury Music Parents Support Group 2019 / 2020

Meeting Minutes for October 3, 2019

In Attendance:

Heather Monkman & Laura Lynne Churchill (Co-Chairs), Linda Cudmore, Gord Aitken, Kim Kimbell, Katherine Rinaldi (Secretary), Jason Sinkus, Rolly Aubrey, Natalie Dayneka, Diane Glauser, Sarah Godwin, Colin Higginson, Ian Kinnear, Debbie Kuchciak, Chantal Nault, Naoko Nakamura, Ruth Quaile, Wendy Willbond

Caelan Monkman & Hilary Aubrey (Student Co-Heads)

Heather opened with acknowledgement that we are using Algonquin Territory land.

1. Welcome – Heather

As there are many new parents in attendance, Heather asked all present to introduce themselves to the group, by sharing their personal connection to music.

The CMPSG meeting schedule was discussed. It is held on the first Thursday of the month from 7 – 9 pm during the school year. November/December are the exception. There are 2 meetings in November, and none in December due to Music Night. All meetings will be held in the Library, except March and May when it will be held in the Winds Room.

Heather also explained that the evening's Agenda would be discussed out of order due to some members arriving late.

September minutes were not available for discussion, will be tabled at October meeting.

2. Student Update – Caelan and Hilary

- a. Thank you to Pizza Social parent volunteers. The Social was a great success, with the grade 11's winning the Tug-of-War.
- b. Music Clothing
 - i. The poll to choose the new music clothing logo closes Sunday.
- c. Coffee House
 - i. First coffee house of the year is October 30.
 - ii. Auditions are scheduled for Friday.

Four parent volunteers are requested for the Coffee House, 2 for the bake table and 2 for the door. First shift bake table is start of show and intermission. Second shift is intermission until end of show. The volunteers on door duty will need to sell tickets. Two volunteers will be asked to help count money after the show.

- d. The Gingerbread Social is in planning stages.

3. Music Department Update – Jason

- a. Grade 12's went to the NAC for a First Nations concert. Reviews are due soon.

- b. The September Vocal Choral Retreat went well. The students loved the desserts.
- c. Awards Night, October 17
 - i. Senior Concert Band will perform.
- d. Concerto Competition, October 10 at 6:30
 - i. Each Fall Music Night will have a concerto solo, all interested students have submitted video.
 - ii. The top 10 entrants will perform on stage for judges.
 - iii. Everyone is welcome to watch the free performance.
- e. Feeder School Concerts, November 21 during the day.
 - i. All Arts disciplines will be represented at the sold out concert of Grades 6 and 7 from a variety of schools.
- f. Remind
 - i. Jason worked with the company that owns the Remind app to allow the Music Dept to keep using this essential communication tool.
- g. Cuba
 - i. Still no official word from OCDSB on whether the trip can go ahead or not. Jason is now matching curriculum links to the trip itinerary in an effort to secure Superintendent Dorothy Baker's approval.
- h. Wish List
 - i. No new items or changes to Wish List from last month. A bass trombone, a cello, and synthetic bows for violins, violas, and cellos are all still desirable items.

4. Treasurer's Report

- a. The new Treasurer for 2019/2020 is April Farmer. Signing authority has now been passed to April from former Treasurer.
- b. There is no report available this month as the transition from 2018/2019 Treasurer's is still taking place. April and the former treasurers are meeting this evening and are collectively examining our newly reviewed financial binder.
- c. Over the summer the 2 different Financial Claim Forms have been consolidated into one form. This will simplify requesting expenses / claiming Student Account money simpler.
- d. Heather and Laura Lynne are able to sign the Financial Forms electronically or via fax, in case the forms are submitted to the Treasurer without signature.

5. Fall Music Night – December 5, 6

- a. Technical Rehearsals will take place Monday Dec 2 and Tuesday Dec 3.
 - i. Monday's rehearsal is for the Thursday show.
 - ii. Tuesday's rehearsal for the Friday show.
- b. Planning and Volunteers – Chantal
 - i. Chantal and others discussed all the planning and effort that goes into a successful Music Night. Volunteers are key to the smooth running behind and in front of the scenes.
- c. Tickets – Craig via email
 - i. Needs dates for when tickets will go on sale as well as confirmation of ticket prices from Jason.
 - ii. Looking to Jason to confirm blocked off seats, artwork etc. Chantal will also follow up with Craig.
- d. Videography – Kim
 - i. Kim updated the group with the news that our videographer has quit Music Nights due to other demands on her time. She did leave Kim with the name of a friend who may be able to take her place.

- ii. The group discussed moving forward with finding another videographer for the same price (\$500). Heather suggested a Canterbury alumna, Sarah Sirvin, who could be fitting for the job and will get in contact with her as another option.
- e. Fundraising
 - i. Raffle Baskets
 - 1. Corporate and individual donations of items are being sought.
 - 2. Garage sale items have previously been used to help fill baskets.
 - 3. Clare Pelley has offered to put the baskets together.

6. Co-Chair Business

- a. AGM & Parent Night Info Night - Linda
 - i. Turn out this year was typical for the AGM, mostly parents of grade 9's and those interested in the Cuba trip.
 - ii. There were proposed edits to the Music Dept slide show. For example, in some places the MPSG was erroneously referred to as 'Parent Council'.
 - iii. There had also been requests to add the slide show to CHSMusic.ca, Jason will do this.
- b. Open Positions for 2019 – 2020
 - i. Music Night Coordinator has 2 positions. Chantal is continuing from last year. Ruth Quaile, a new MPSG parent, will join Chantal.
 - ii. Music Night Assist. Coordinator has one or 2 positions available. Chantal suggested it might work well to move Maggie Martin into this role.
 - iii. Fundraising / Sparkle and Glitter has positions available. Debbie Kuchciak and Lesley Grignon, two new MPSG parents, have agreed to join Adrienne Salo.
 - iv. Job Descriptions are to be worked out.
- c. Privacy & Disclosure of Information - Sarah
 - i. Names and contact information of Music Group parents to be added to the website. Sarah will only add the information that members are comfortable with. Please email Sarah with the information you are willing to publicly share.
- d. Fans - Heather
 - i. There are 326 fans unsold from last year at a per unit cost of \$2.98.
 - ii. There was a discussion to potentially sell the fans at cost to the dance group for their recital in the Spring. Heather had the opportunity to chat with Dance Parents Council Co-Chair, Corrina Clement, and teacher, Allison Blakely, and they are interested to learn more about how CHS Music might assist them with their fundraising efforts.

MOTION: Laura Lynne made a motion to provide fans to the dance parent group at cost and to take back any unsold fans. Linda seconded.

Carried.

7. MPSG Portfolios

- a. Citrus – Colin
 - i. Heather explained the Citrus fundraiser, with 75% of profits going to the student's account, and 25% going to the CHS Music account.
 - ii. Dates for orders / pickup and pricing have yet to be determined but should be available by next month.
 - iii. Plans for an online order form in Excel, that can be printed off or downloaded, and that will automatically do calculations for amount owed.
 - iv. Email transfer is a possibility this year.
 - v. One volunteer is required, on the day orders are due, to help count money.

- b. Fundscrip – Heather spoke for Nina
 - i. There is approximately \$2,000 in the account.
 - ii. \$5,000 worth of orders are required in order to receive free shipping to the school. We are not meeting the quota.
 - iii. Will ask if Nina can set up a booth at the Coffee House.
 - iv. Linda may speak about Fundscrip from the stage.
 - v. We are still looking for new ideas to get sales up.
- c. CACDA Update – Gord
 - i. Canterbury Arts Council Development Association – fundraising support for all disciplines.
 - ii. CACDA is fundraising for a new piano for the auditorium for use by all disciplines.
 - iii. They are still short the \$17,000 goal. The MPSG donated \$1,000 last year.
 - iv. The AGM will be held October 8 at 8pm in the CHS library.
- d. Performance Attire – Jason
 - i. Thanks to the volunteers who helped fit the students, it saved the teachers from having to cancel classes in order to fit the students.
 - ii. Tux jackets, pants, shirts and a dress were required to be ordered for the grade 11 and 12's.
 - iii. The tuxes order has arrived in Ogdensburg NY for pickup.
 - iv. The one new dress required has been ordered.
 - v. Grades 9 and 10 have golf shirts, colours based on discipline.
- e. Website & Amazon Affiliate – Sarah, Linda & Ian
 - i. List of the executive is to go on the website, phone number / email is optional.
 - ii. The Amazon Affiliate link is available on CHSMusic.ca under Fundraising.
 - iii. There have been orders already through the affiliate link though we have not had the official launch yet.
 - iv. We are above minimum threshold for payment, which will show up as regular bank transfer into the general account.
 - v. Ian is our new Amazon program coordinator. He will manage the program, provide earnings reports and suggest how to properly launch the program with the parents at large.
 - vi. An email needs to be re-sent to all parents on the MPSG advising them that the Amazon program is back up and running so we can ensure it is operating smoothly before the launch to all the parents prior to the Christmas season.
- f. Communication – Diane
 - i. A number of people drop off from the communications list, but it appeared to mainly be graduates unsubscribing after the first couple of messages.
 - ii. There have been new people sign up for the communications emails, but we also need to continue to encourage music families to sign up to reach as many people as possible.
 - iii. Jason or Sarah were asked if the sign-up link could be added to the home page along with the sign-up for Remind.
- g. Social Media – No Report

Adjournment – 9:00 pm

Next Meeting – November 28, 7:00 pm