

## Canterbury Music Parents Support Group 2019 / 2020

Meeting Minutes for September 5, 2019

In Attendance:

Linda Cudmore, Heather Monkman, Gord Aitken, April Farmer, Jason Sinkus, Katherine Rinaldi, Laura Lynne Churchill, Craig Cudmore, Natalie Dayneka, Diane Glauser, Sarah Godwin, Karen Lawford, David Leech, Elizabeth Moreau, Chantal Nault, Caelan Monkman (student co-head), Neil Monkman, Wendy Willbond

Open with acknowledgement that we are using Algonquin Territory land - David

1. **Welcome** – Linda  
Everyone present introduced themselves to the group.

**MOTION:** to approve amended minutes from June 6. Motioned by Linda, Seconded by David. Carried.

2. **Student Update** – Caelan
  - a. Introduction
    - i. Caelan introduced himself to the group as student co-head. Hilary Aubrey, the other co-head was unable to attend, will hopefully make it to the next meeting.
    - ii. Welcome Back Social is scheduled for September 12.
      1. Grade's 10 through 12 will be responsible for bringing food / drinks for the potluck.
      2. The Music Department takes care of the ordering of the pizza through School Cash Online
    3. **Parent Volunteers are required to help with pizza, buffet line etc.**
      - a. **4 volunteers required.**
      - b. **From 11:15 – 1:00**
  - iii. Music Council will meet Monday to plan events for the year. They will keep the Points system from last year, with the winning team / discipline earning a pizza party at the end of the year.

3. **Music Department** - Jason
  - a. Tux and Dress Distribution
    - i. Further to discussions at the meeting, we will be moving towards having the parents AND students click a check box agreement which will state the **acknowledgement** that they are borrowing the music apparel for the duration of the school year, the **promise** to take full care of every piece lent out to them and the **agreement** that they will pay pre-determined amounts for any unreturned items or damage to returned items at the end of the year. This will eliminate the need for parents to send in post-dated cheques. They must acknowledge before their child will receive their clothing. The check box is to legally acknowledge responsibility for returning the dress / tux in excellent order at the end of the year, otherwise up to \$200 is owed to the Music Department. The Music Department will take care of setting up the School Cash Online.
    - ii. While every student will be fitted for their apparel on the assigned dates, **students MAY NOT take ANYTHING home** unless we have a record (on-line or paper) acknowledging these terms. In addition, **they will have had to PRE-PAY the tux dry-cleaning fees** prior to receiving apparel.
    - iii. **Purchase of the tux shirts** Volunteers will continue to record the number and sizes of shirts to be ordered during the fitting days, and Jason has agreed to place the order on the school credit

card. Shirts, along with any other orders from the tux company may be delivered to the UPS Store in Ogdensburg if a volunteer is willing to drive there to pick them up. This means that we could have the shirts (and any other required apparel) within two days of the order being placed. For the past two years, we have been able to use the OCDSB brokerage firm (Linda has the information.) This has allowed a hassle-free crossing when a volunteer goes to pick them up. However, if no one is willing to do this, it will simply take longer to be received directly to the school.

**iv. Parent Volunteers are required to help hand out dresses / tuxes.**

**1. 5 volunteers per shift**

**2. 4 shifts total over 2 days (to be determined)**

**a. 9:00 – 11:00**

**b. 11:00 – 1:00**

v. The Music Department will take care of the School Cash Online.

b. Wish List

i. Bass Trombone – no price available yet

ii. Carbon Fibre Bows

1. Violin - \$150 x 5 requested

2. Viola - \$165 x 3 requested

3. Cello - \$195 x 3 requested

iii. Eastman Cello - \$1,500

4. **Finances** – David

- a. We are starting this school year with \$25,143.70 total in the bank, minus existing commitments leaves \$10,561.83 cash available.
- b. Last fiscal year raised a total of \$23,000.00.
- c. A review of books was done by Derek Miller of Envolta Accountants.
- d. The review was done for transparency and due diligence in case the school board ever has any questions about the fund raising we do.
- e. This is the last year for our treasurers David and Karen. A big thank you to you both for your commitment to the MPSG over the past years.
- f. April Farmer will be taking on the role of Treasurer for 2019/2020.

5. **AGM Planning** – Linda

- a. AGM of the Canterbury Music Parents Support Group scheduled for September 16 at 7pm in the auditorium.
- b. To ensure a high turnout, information is being passed on to parents via emails.
- c. At the AGM Jason will speak about the Music Program, Linda will tell parents about our group, and voting for the executive will take place.
- d. AGM Slide Review
- e. Executive positions to be elected
  - i. Co-chair – Heather (incumbent)
  - ii. Co-chair – Laura Lynne (new)
  - iii. Treasurer – April (new)
  - iv. Secretary – Katherine (incumbent)
  - v. Member-at-Large – 2 positions
- f. Volunteer Positions for 2019 – 2020
  - i. Music Night Coordinators – Chantal, Maggie
  - ii. Music Night Video Coordinator – Kim

- iii. Music Night & Additional Fundraising – Adrienne, & 2 others
  - iv. Music Night Bake Sale Table – 2 positions
  - v. Music Night Silent Auction – Gord, Paula, Kim
  - vi. Ticket Sales / Mailing List – Craig
  - vii. Frozen Berries – Natalie, & 1 other
  - viii. Communications – Diane
  - ix. Volunteer Sign Up – 1 position
  - x. Webmaster – Sarah
  - xi. Citrus – Colin
  - xii. Social Media – Elizabeth, Corie
  - xiii. Online Fundraising Team – Nina & 2 others
  - xiv. Performance Attire – Wendy
  - xv. Performance Attire (Asst) – Sally
  - xvi. Memory Book – Alan
6. New Fundraising Initiative
- a. Amazon Affiliate Link
    - i. The MPSG has been looking into the feasibility of including an Amazon Affiliate link on the CHS Music website, as a passive year-round fundraiser.
    - ii. The link went up over the summer for music group parents to try. Unfortunately, after only a few weeks the link was taken down by the Affiliate program, with no warning. Sarah has been investigating the reason for the removal, however there is currently no resolution.
    - iii. There is a possibility of a new fundraiser, FlipGive. It is similar to Fundscrip. FlipGive allows purchases online or in store from retailers, with a percentage of total purchases going to the Music program and Student accounts. Neil will investigate the possibility of adding FlipGive to the fundraising initiatives we support.
7. CACDA Update – Gord
- a. There will be an update at the October 3 meeting. Right now the focus is on the CHS 50<sup>th</sup> anniversary on September 28. Information on the celebration is on Facebook.

Next meeting is the AGM September 16, 7 pm.

Next regular meeting is October 3, 2019.

Adjourn 9:00.

