

## Canterbury Music Parent Support Group Minutes

*Date: Thursday, March 7, 2019*

**Present:** Linda Cudmore, Heather Monkman, Janice Mah, Gord Aitken, David Leech, Paula Poola, Natalie Dayneka, Diane Glauser, Sarah Godwin, Natalie Waldorf, Adrienne Salo, Leilani Schaefer, April Farmer, Sarah (student co-head), Chantal Nault, Laura Lyne Churchill

**Regrets:** Jason Sinkus, Katherine Rinaldi, Kim Kimbell, Leilani Schaefer, Karen Lawford

### 1) Welcome - Linda

- I. **MOTION: *Motion to approve February 7th, 2019 minutes, moved by Linda, seconded by Gord. Carried.***

### 2) Student Update - Sador

- I. Spring dodgeball social took place on Monday. Intermediate Winds took the first place beating out Senior Strings. Spring social is planned for the May timeframe, thinking of a tie dye event (outside!).
- II. Music clothing: Second round of music clothing is in the planning stages, with a student survey to go out at the beginning of April to get feedback on what to order.
- III. Gift baskets for silent auction: The students are putting together 6 baskets for the silent auction with the similar themes as last year as they were a great success!
- IV. Coffeehouse is taking place on April 18<sup>th</sup> featuring the Jazz and Chamber ensemble. Three parent volunteers will be needed for the ticket and bake sale tables.
- V. Memory book is underway with the headshots completed and more photos are planned once the weather gets warmer. The council is checking with the various groups to see what they have submitted for photos.

### 3) CACDA Update - Gord

- I. Gord attended the March 6<sup>th</sup> meeting.
- II. Gord shared the news of the \$1,000 donation to CACDA to help fund a new grand piano to be used for all disciplines. David will write the \$1,000 cheque once he has received the letter regarding the donation from Gord.

- III. The piano fundraising is going well with between \$4,000 - \$5,000 raised to date. Extended the fundraising campaign until April 30<sup>th</sup> and piano would be purchased before the end of the school year.
- IV. Spring retreat planned in mid/late May to discuss the future direction of the CACDA.
- V. An electronic survey will be sent prior to the May retreat to department heads and teachers in the arts departments and disciplines as well as parents to gain an understanding of what is currently known about CACDA and to elicit ideas for the council going forward.
- VI. The group is also looking into the school's 50<sup>th</sup> Anniversary celebration, but will wait until the end of the piano campaign.

#### 4) Fundraising

- I. Frozen Berries – Natalie
  - i) Great success with the frozen berries fundraiser with an increase in sales this year to \$6,000 (last year raised \$4,000) of which \$400 will go to the music program council and \$1,200 to the student accounts.
  - ii) No major issues this year, all ran very smoothly.
  - iii) Questions were raised as to (a) the cause of the increase in sale - it was believed the social media helped to spread the word (within the parent community mainly) and (b) the students getting a portion of their sales in their student accounts.
  - iv) Suggestion to look at a more central pick up location for the berries. This may help with sales in the future.
  - v) **ACTION: Natalie to forward the final report and key contacts list involved in the fundraiser with Linda to share with the council members.**
- II. Fundscrip – Linda
  - i) Continuing to get \$5,000 worth of orders.
  - ii) Current earnings are \$3,640.

#### 5) Spring Music Night Initial Planning

- I. Music Department (Janice)
  - i) Spring Music Night is planned for May 30<sup>th</sup> & May 31<sup>st</sup>, 2019
  - ii) Mandatory Technical Rehearsal will be Monday and Tuesday evening prior to the event. (May 27<sup>th</sup> & 28<sup>th</sup>).

## II. Fundraising

### i) Silent Auction (Gord with Kim, April and Paula)

- (1) Team meeting on Monday, March 25<sup>th</sup> to review plans, communications and delegate tasks.
- (2) Gord has completed a draft letter for suppliers.
- (3) Donations already coming in from two suppliers and email sent to Kim at Long & McQuade for donations
- (4) The logistics, pledge forms, etc. are all completed based on previous year auction.
- (5) Communication planned to go out would be April 1<sup>st</sup>, 15<sup>th</sup>, and 29<sup>th</sup>, 2019
- (6) **ACTION:** Linda to make an announcement about the auction at the upcoming coffeehouse.

### ii) Flowers (Adrienne)

- (1) Planned to sell roses at both Spring Music nights. Joanne Harvey and Claire will help with the flowers this year.
- (2) Three parent volunteers will be needed to walk around at music night and sell flowers.
- (3) Parent volunteers will be needed to help package the flowers the night before first music night.

### iii) Fans (Natalie)

- (1) Natalie showed a sample of a fan that could be sold during the music nights. There was concern of the noise the fan made when it was released, so Janice is going to review with the various teachers for feedback.
- (2) Natalie presented other options for fans and is going to try to find two other samples to present at the next council meeting.
- (3) Discussion of quantity to order and agreement that no more than 500 in quantity.
- (4) There was agreement to have the Canterbury logo on the fans.
- (5) Suggestion of packaging water with fan as an option.
- (6) Final decision at next council meeting to decide on fan and quantity.
- (7) **ACTION:** Natalie to send Linda a copy of the presentation on the various fan options and pricing.

## III. Volunteers (Leilani & Elaine with Laura Lynne, Maggie & Chantal)

- i) A timeline and dates of all communications and description of the volunteer positions will be prepared for the next meeting.
- ii) The volunteer team is meeting prior to the next council meeting.

- IV. Communications (Diane)
  - i) It is a communication “dead-zone” currently but will start up again at the beginning of April with the Silent Auction and Music Night communications.
- V. Videography & Recordings (Kim)
  - i) The Videographer has been booked for the Spring Music Night.
- VI. Tickets (Craig)
  - i) Craig is aware and will be ready to get site up and running for Spring Music Nights on-line ticket sales.

#### 6) Treasurer’s Report

- I. Financial statement update (David & Karen)
  - i) David provided a high-level overview of financials and stated that there is still a positive cash flow, even with all the current financial commitments.
  - ii) **ACTION:** David will send detailed report out to the council by the end of March 11<sup>th</sup>, 2019.
- II. Music Department - items purchased / new wish list items (Janice)
  - i) New tenor trombone has been ordered
  - ii) Repair of 9 French Horns
  - iii) Added to list: Minimum of 5 new carbon fibre violin bows (approximate pricing \$100 each).
  - iv) Added to list: Additional one to two cellos. Janice following up to get quotes.

#### 7) Music Department

- i) Janice reported that February events including Musicfest and the Chamber strings concert and After Hours concert were all successful. May events are listed on the calendar on the chsmusic.ca website
- ii) Web site (Sarah Godwin)
  - Sarah going to create a “Media Page” on the website that will host all the various Canterbury logos and other items of interest.
  - Concern was raised regarding personal names and emails on the website. Sarah to look into a disclosure of privacy.

**Next Meeting – Thursday, April 4<sup>th</sup>, 2019**  
**Adjourn at 8:48pm**