

Canterbury Music Parents Support Group 2019 / 2020

Meeting Minutes for November 7, 2019

In Attendance:

Gord Aitken, Laura Lynne Churchill & Heather Monkman (Co-Chairs), Linda Cudmore, April Farmer, Kim Kimbell, , Katherine Rinaldi (Secretary), Jason Sinkus, Craig Cudmore, Diane Glauser, Sarah Godwin, Colin Higginson, Ian Kinnear, Chantal Nault, Naoko Nakamura, Ruth Quaile, Clare Pelley, Paula Walsh

Caelan Monkman & Hilary Aubrey (student co-heads)

Indigenous Land Acknowledgement, read by Colin.

Heather noted that November 4 – 11 is Ontario Treaty Recognition Week. More information can be found in the email from OCDSB.

1. Welcome – Heather

Introductions

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

Approval of Minutes from September 5, 2019.

**Motion to approve minutes from September 5, 2019 moved by Linda, seconded by Gord.
Carried.**

Approval of Minutes from October 3, 2019.

**Motion to approve minutes from October 3, 2019 moved by Linda, seconded by Laura Lynne.
Carried.**

2. Student Update – Caelan & Hilary

- a. Music Clothing
 - i. Music clothing orders have been sent
 - ii. Money is due at 11:59 pm Friday.
- b. Coffee House
 - i. The coffee house was a success, thank you to volunteer parents and also those who attended.
 - ii. The total raised was \$932.75, much more than last year.
 1. The bake table raised \$163.70
 2. Tickets raised \$255.05
 3. The cake auction raised \$514.00 on only 7 cakes!
- c. Hallowe'en
 - i. Students decorated their discipline classrooms with a specific theme for Hallowe'en.
 - ii. This activity was such a big hit with students and teachers, it may become a yearly event.
 - iii. The Vocal students won.
- d. Gingerbread Social
 - i. Premade houses will be purchased ahead of time.
 - ii. Students will sign up to participate at a cost of \$3 or \$4 each.

- e. Christmas Spirit Week December 9 - 13
 - i. Monday – Ugly Sweater Monday
 - ii. Tuesday – Snowman Dress Up Day
 - iii. Wednesday – Winter Get Away, Dress for the Tropics
 - iv. Thursday – Throwback Thursday, Dress Up like your parents used to!
 - v. Friday – Trivia Night
- f. CHSMusic.ca
 - i. The Student tab on the website will be updated weekly after the Monday Music Student Council meeting.
- g. Kudos
 - i. Teachers from other arts disciplines were impressed by the Music students excellent fundraising efforts.

3. Music Department Update – Jason

- a. Concerto Competition
 - i. This was the first annual competition for students to complete for a spot at Music Night.
 - ii. It will be nice to advertise the event for next time. May also consider running the competition during the day, so students can have a chance to see the performances.
- b. Awards Night
 - i. A discussion on the timing of Awards Night was initiated by Jason. The consensus from the group was that the current timing of having the presentations after school / work is preferable.
- c. Grade 11 and 12 Chamber Groups.
 - i. Students will perform in front of each other and coaches.
 - ii. The top performers will perform at Fall Music Night, on either the Thursday or Friday concert.
- d. Remembrance Day
 - i. There is a technical / dress rehearsal today.
 - ii. There will be performances from strings and vocals, as well as trumpets at the ceremony.
- e. Feeder School Concert – November 21, morning
 - i. There are 2 performances, both are sold out.
 - ii. All disciplines are represented this year.
 - iii. Grades 6 and 7 are the target for these concerts, as they get the kids thinking about coming to CHS early, before auditioning in grade 8.
 - iv. Jason noted that more non-music students are auditioning for spots in Band, Choir, Ensembles this year.
 - v. November 20 after school will be a quick technical run though for performing students. Strings, Winds and Vocal will be represented.
- f. Grade 11 Concert Review – November 21, NAC
 - i. Student tickets for the concert are paid for by the Arts fee.
 - ii. They will hear Mendelssohn, Beethoven and Haydn performed.
- g. Cuba – trip approved
 - i. Despite all the delays and changes, there is no increase in price.
 - ii. 98 kids are going on the trip
 - iii. Jason will plan a ‘Chips & Salsa’ information night for parents.
- h. Wish List Pricing
 - i. 5 Carbon Fibre Bows - \$2,000
 - ii. New Bass Trombone - \$3,800 – \$4,600 or possibly a used bass trombone - \$2,500 - \$4,500
 - iii. Cello - \$1,500
- i. Jason noted that the voluntary payment of the Art Fee for individual students is lower than usual this year.

4. **Treasurer Report** – April

- a. Total Funds Available in General Account - \$26,182.34.
 - i. Recent deposits include \$2,000 from Fundscrip and \$20 from Amazon Affiliate program.
 - ii. Remaining Financial Commitments from 2018 – 2019 are and \$5,000 to Cadenza 2019 and \$250 for Robert Palmai Scholarship from June 2019. Cheques were to be cut after meeting to cover these costs.
- b. Remaining Free Balance - \$11,778.14
 - i. There was a discussion on how to allocate the \$11,778.14

Laura Lynne motioned that the MPSG approve the purchase, up to \$2,000, for carbon fibre bows for the Strings department. The bows requested are for violin, viola and cello. Kim seconded.

Carried.

c. Financial Review of Books

- i. At the September 4th Executive meeting, it was agreed to submit the books to a professional financial review. \$550 was allocated from general funds to pay for the review. Envolta Accounting Inc. was chosen to preform the review, with the understanding that \$550 was all the Support Group was willing to pay.
The review was completed and communicated to previous Treasurer David Leech via email. The invoice for the work was submitted by Envolta, and paid in full by Treasurer April Farmer for \$678, which is \$128 more than budgeted.

Motion to acknowledge additional payment of the \$128 to Envolta Financial Inc. Moved by Gord, seconded by Laura Lynne.

Carried.

- ii. The review has not yet been seen by April. She will circulate an email copy to the executive when it becomes available.

5. **Fall Music Night**

- a. Technical Rehearsal – December 2, 3
 - i. Students must attend, no excuses as it has been on schedule since September.
 - ii. Monday rehearsal for the Thursday night show.
 - iii. Tuesday rehearsal for the Friday night show.
 - iv. Orchestra will be playing Thursday night.
 - v. No confirmed dates for other groups until November 14.
 - vi. CHSMusic.ca will be updated when dates known.
- b. Volunteers – Chantal
 - i. 40 volunteers are required for each night.
 1. Ticketing Coordinator (Thursday and Friday) – Craig + 1
 2. Ticket Sales – 2
 3. Electronic Cashier – must have iphone or Android phone – 1
 4. Ticket Scanning – must have iphone or Android phone - 4
 5. Bake Sale Coordinator – 1
 6. Co-Head Minion – Chantal, Ruth
 7. Minion-in-Training – Maggie + 1
 8. Photographer (must have digital camera, not phone) – 1
 9. Front of House (bring flashlight) – 2
 10. Usher – 2

11. Drink Sales Table – 2
 12. Memory Book Sales Table – 2
 13. Raffle Sales Table – 3
 14. Fundscrip Information Table – Nina
 15. Cash Counter – 4
 16. Clean Up Crew – 3
- ii. *NOTE* - if you are a member of MPSG please do not sign up for a volunteer position until general sign up is over. We are encouraging new volunteers to participate and perhaps join our group.
- c. Planning
- i. Cash Floats
 1. Ruth will email the Expense form to April, requesting an e-transfer of \$585.
 2. Ruth will go to the bank to get the \$585 required for the cash floats, in predetermined denominations.
 3. Floats are required for the Ticket Sales, Raffle, Drinks table, Memory Book table.
 - ii. Cash Counters
 1. Cash needs to be counted at the end of each night, in room 125.
 2. Cash will be stored in the school safe overnight until April can pick it up and take to the bank. Cash will need to be counted by the Treasurer before deposit.
 3. Heather is looking into borrowing a professional grade coin counter / coin wrapper for both nights. This will make counting and wrapping coins much quicker.
 - iii. Memory Books
 1. Jason will print the order forms when he receives the new version.
 - iv. CHSMusic
 1. Sarah to update the website with volunteer roles and descriptions, for Music Night.
 - v. Photographer
 1. There will be a free seat to the show for the photographer, job description requires an update with this information.
- d. Ticket Sales – Craig
- i. The Square requires a firm ware update to begin accepting chip and pin payment. Jason physically has the square and will give to Craig.
 - ii. CMPSG ticket sales begin November 12 – 14. There will be a link and password sent to members. Reminder, only 5 tickets total may be purchased at this time.
 - iii. Nov 13 Diane will send first email for volunteers for Music Night.
 - iv. Nov 16 – 21 Fall Music Night volunteer ticket sales, link sent to volunteers.
 - v. Nov 22 Ticket sales open for everyone. Diane will send the email
 - vi. Nov 28, the email for food and drink donations
- e. Videography – Kim
- i. Former student Sarah Sirvin has agreed to film the 2 shows for \$500.
 - ii. Kim will request that Sarah come to the technical rehearsals for blocking etc.
- f. Fundraising
- i. Gift baskets
 1. Christmas theme. MPSG parents to supply items to fill the 2 baskets.
 2. Remember, no alcohol.

6. Co-Chair Business - Heather

- i. Fans. Dance council is happy to buy fans at cost from MPSG to sell at their Spring Dance Night. Any fans left unsold will be sold back to MPSG at cost.
- ii. The MPSG will then decide how to handle remaining fans.

7. MPSG Portfolios

a. Citrus – Colin

- i. An electronic spreadsheet has been created in Google Docs to automatically calculate amount owing for citrus orders.
 1. The spreadsheet can be downloaded or printed from the CHSMusic website.
 2. Receipts are printable from the electronic form.
 3. Orders may be paid for via cheque made out to Canterbury Music Parents.
 4. Payment to CHSCitrus@google.com was discussed but not implemented as the credit union we use would not authorize electronic payment.
- ii. Prices for citrus.

	Box Size	Quantity	Price	Profit
Oranges	Small	28	\$28.00	\$9.00
Oranges	Large	88	\$48.00	\$11.00
Grapefruit	Small	19	\$30.00	\$11.00
Grapefruit	Large	48	\$40.00	\$12.00

1. Prices from the supplier are slightly lower than last year, allowing for better prices and a slightly higher profit per box this year.

iii. Dates.

1. Order deadline is December 2, pickup from Produce Depot December 12 – 13.
2. Information email to parents begins Friday, November 15.

b. Fundscrip

- i. \$7,000 worth of from Fundscrip was ordered this month.
- ii. It seems a graduated student is continuing to purchase gift cards, 100% of the profit from this former student's purchases will go to General Funds.

c. Amazon Affiliate – Ian

- i. The Amazon Affiliate link has been receiving clicks.
- ii. We are earning money from the program before it has been announced to the parents of the Music Department at large.
 1. Summer -> \$19.13 has been paid out to General Accounts
 2. September -> \$39.17 earned
 3. October = \$74.37 earned

iii. Money earned is paid out after 60 days.

d. CACDA Update – Gord

- i. The fundraiser for new grand piano for the auditorium has been cancelled. The decision was made by the principal of CHS to repair the existing piano, not replace it. This causes a problem for CACDA as it is a registered charity with CRA and funds have been raised specifically for a new piano.
- ii. A new piano of some sort, possibly a portable electronic one, will have to be purchased within the next 8 weeks for CRA purposes.

Next Meeting

As the meeting had gone past 9 p.m., it was decided to table some items until the next MPSG meeting, which will be held on Thursday, November 28th

Adjournment at 9:10.