

Music Parent Support Group Minutes – November 9, 2017

Present: Jason Sinkus, Clare Pelley, Diana Hampson-Wilson, Leilani Schaefer, Marie Christine Ferraud, Elizabeth Bryce, Linda Cudmore, Annegret Hayward, Gina Robinson, Corie Seed, Craig Cudmore, Gord Aiken, Joanne Harvey, Lorraine, David Leech, Karen Lawford, Leah Cudmore, Bobbiann Geller, Natalie Dayneka

Regrets: Sadie Graves, Paula Panetta

1. **Welcome and Approval of Minutes:**

MOTION: It was moved by Clare and seconded by Linda that the minutes of October 4, 2017 be accepted as corrected.

2. **Student Update: (Leah)**

- **Coffeehouse/Tea House** – was great, with cake auction (\$380.00). Door sales \$511.00;
- **Music clothing** – 144 items ordered, almost all submitted, a very smooth process;
- **Music Night** – theme, title and logo to be decided;
- Upcoming social still in planning;
- Grade 12 students to provide **baking** for 2 nights Drowsy Chaperone performances, Jason will use Remind to let them know.

3. **Music Department Update: (Jason)**

- November 16 – **Midterm report cards** won't contain marks for full year music courses;
- November 16-17 – Grade 11 and 12 **Chamber** performances;
- November 23-25 - **Drowsy Chaperone** – Music Department responsible for the Thursday and Saturday nights;
- November 30 – final payment for **Italy trip** \$1746.00;
- **December Lobby Concerts:** posted on website
 - Dec 19 – 8:15 Senior concert band
 - Dec 20 – 12:00 noon Senior Jazz Ensemble
 - Dec 21 – 8:15 Vocal ensemble
 - Dec 22 – 8:15 Strings ensemble
- **Wish List** – seeking quotes for 1 trombone (\$1000.00), 1 oboe (\$1500.00-\$1800.00.) Still working on replacing bows and 1-2 violas. Vocal retreat, annual contribution.

4. **Treasurer's Report: (David and Karen)**

- Simplified **financial statement** appreciated;
- 2 **permanent float** bags prepared, it was suggested to add more loonies, baggies;
- Student accounts process and requisition forms simplified;
- **Audit report** was positive, a concern raised about tendering the appointment of auditor in future; MPSG will develop some criteria and put it on January agenda.
- **Apparel purchase** was complicated by Custom's request for "Import number" – usually covered by a broker when items are delivered cross border. The treasurers will explore whether the Board has a number that can be used.

- Should MPSG have a **credit card**?

5. **Website and Social Media: (Gina and Corie)**

Website:

- Jason continues to update in matters related to the **Music Department**
- Gina focusing on MPSG – changed Executive list and emails, added link to **Facebook, Twitter**
- **Minutes** need to be updated and posted as PDF
- **Finding forms** could be simplified, posted under fundraising
- **News** section not updated, could be deleted
- Are there analytics available **to track usage**?

Social Media:

- **Twitter and Facebook** to be refreshed
- **Posting** upcoming events, photos and video of past events (ones copied from the website are safe to post.)
- Sharing, liking Canterbury Music Parents Twitter and Facebook will help add followers
- Reminder to **follow** in emails, reminds, posts

6. **Musical November 23-25**

- **Tickets** already on sale (25% sold)
- There will be **cash sales**, any unpurchased tickets will be sold at the door
- Parent volunteers needed: arrive at 5:45 pm
- 2 for water sales
- 2 for raffle basket
- 3 for Bake Table
- 4 counters (to count after intermission)
- Jason to recruit students to help with baked goods

7. **Music Night Update**

Ticket Sales: (Craig)

Tickets will be available for pre-sale:

- MPSG November 15-19
- Volunteers November 20-25
- Public November 26 –

New fee for DVD sales, ticket fees as before.

Videographer/DVD sales: (Bobbiann)

- **Videographer** has been hired and will attend a rehearsal if possible
- Same company will **copy DVDs**
- Editing to be done January 5, hope to **distribute late January**
- Gina will work on **covers** when graphics are chosen

Volunteers (Leilani/MC):

Volunteer coordinator roles: MC will focus on communications, Leilani will be lead for Music Night.

Website for volunteer sign-up: platform no longer available, MC is going to test drive a new one with MPSG contacts:

- November 13-16 – email to MPSG contacts as a test run
- November 14 – notice will be posted on website, as well as running order
- November 15 – notice that sign up will begin soon (include link)
- November 17 – actual sign-up will be posted, Remind to be sent
- November 20 – 25 - pre-buy tickets for volunteers
- November 26 – tickets available to public

Volunteer coordinators to email Treasurers about **floats** needed for Music Night, webmaster about **sign up website**. Specialty sales: citrus, memory book, DVD sales. Bobbiann and Colin will provide their own order sheets (volunteer coordinators to copy), MC likely has a copy of the order form for Memory Books.

8. MPSG fundraising:

Fundscrip (Nina): Sales good, already raised \$1442.00.

Citrus (Colin): Everything on track, same suppliers, no major changes. Sheets to go to students November 21, and to be updated on website. Pick up at the store approximately December 15.

Frozen Berries (Natalie): will put on January agenda. Natalie will confirm date of arrival in February, Saturday pick up.

9. Cadenza Committee: (Clare, Joanne)

- **Bottle Drive January 6-7** – request for drop-off sites, MC to email after Music Night
- **Memory Book** – Music Council will allocate pages this month.

Meeting adjourned: 8:55 pm

Next Meeting: Thursday November 30