



**OFFICERS AND DIRECTORS**

Tracy Barber  
Director & President

Kevin Hendershot  
Director & Vice President

Niloufer Pasha  
Director & Vice President

Brenda Bao  
Director & Treasurer

Todd Josifovski  
Director & Co-Treasurer

Crystal Chialtas  
Director & Secretary

Eliza-Daniela Ghinea  
Director

Douglas Alderman  
Director

Nela Martins  
Director

Mary Topping-Keenan  
Ex-Officio Director

Daniel Hasznos  
Ex-Officio Director

Linda Bugaziyanos  
Ex-Officio Director

**Registered Charity #85619  
1549 RR0001**

**APRIL BOARD MEETING MINUTES**

|                         |  |
|-------------------------|--|
| Meeting time & location | April 9, 2019, 6:00 p.m. - CCAA  |
| Directors present:      | Kevin, Hendershot, Niloufer Pasha, Brenda Bao, Todd Josikovski, Crystal Chialtas, Eliza-Daniela Ghinea, Douglas Alderman, Nela Martins, Mary Topping-Keenan & Daniel Hasznos |
| Regrets:                | Tracy Barber, Linda Bugaziyanos  |
| Guests:                 | Vincent Valeri   |
| Minutes taken by:       | Crystal Chialtas   |

Meeting called to order: **6:04 pm.**

**1. APPROVAL OF MARCH 2019 MINUTES – 6:07 pm**

- Kevin asked the board to review the March 2019 minutes
- Nela moved motion to approve March 2019 minutes; Doug seconded. – All in Favour – Approved.

**2. TREASURER’S REPORT - 6:09 pm**

**Brenda provided an update**

- Few outstanding receipts due to missing home address; (CRA requires an address)
- Yellow FRIENDS form that was sent out in the Fall needs to be updated; Brenda requested for forms to have a spot for donor’s address;
- Any cash donations we need to keep the name and address;
- During the Art show, a parent asked if they can do monthly donations, Brenda says yes;
- All Tax receipts has been emailed/ mailed;
- Corporate donations: Receipt has been generated and Brenda will email Kevin so he can forward to the corporate donor;
- Michael Chan – looking for \$500.00 receipt, but Brenda can’t find the donation;
- Balance Report: No deposits in March & Art show did not collect any cheques.
- Cheques received January 2019 dated for December 2018 should account for in 2018. (consistent with past practice)
- For year-end CRA tax filing expense receipts from the school are still outstanding; Brenda needs all of them in the month of May.



## OFFICERS AND DIRECTORS

Tracy Barber  
Director & President

Kevin Hendershot  
Director & Vice President

Niloufer Pasha  
Director & Vice President

Brenda Bao  
Director & Treasurer

Todd Josifovski  
Director & Co-Treasurer

Crystal Chialtas  
Director & Secretary

Eliza-Daniela Ghinea  
Director

Douglas Alderman  
Director

Nela Martins  
Director

Mary Topping-Keenan  
Ex-Officio Director

Daniel Hasznos  
Ex-Officio Director

Linda Bugaziyanos  
Ex-Officio Director

Registered Charity #85619  
1549 RR0001

### 3. PLAQUE REPORT: - 6:30 pm

#### Doug provided an update

- 5 new plaque donations received; enough to do another order but will wait until after April events.

### 4. WEBSITE UPDATE – 6:34 pm

#### Update from Eliza

- Updated the minutes page
- Updated the remaining dates for the meetings
- Updated the website to include the Open Meeting
- Nela will be trained by Eliza next month before the meeting to maintain and update the website in the future.

### 5. 2019 DONATION GOALS 6:38 pm

#### Update from Mary

- Dance Floor - Removal, supply and install quoted \$8,319.13
- Niloufer suggested to find out if the Drama dept has any funds to address the difference between the quote and the 5.4K approved for the floor in December.
- Viola cost - \$550.00
- Niloufer to send templates for Department purchase request to Mary for distribution to HODs.
- When requesting for items, Department should give an itemized products so there are no surprises;
- Ask the accountant re: rule on spending the money received from FRIENDS; what to do with the money if the department doesn't end up buying requested item or item ended up cheaper than previously quoted?

#### Update from Kevin

- Friends Corporate got an email (first email)
- Pushing Website and Brochure
- Build Alumni List; get Instagram going
- 30<sup>th</sup> Anniversary next year

36 Greenfield Avenue, Toronto, ON M2N 3C8. [www.friendsofcardinalcarter.ca](http://www.friendsofcardinalcarter.ca)  
friendsofcaaa@gmail.com



**OFFICERS AND DIRECTORS**

Tracy Barber  
Director & President

Kevin Hendershot  
Director & Vice President

Niloufer Pasha  
Director & Vice President

Brenda Bao  
Director & Treasurer

Todd Josifovski  
Director & Co-Treasurer

Crystal Chialtas  
Director & Secretary

Eliza-Daniela Ghinea  
Director

Douglas Alderman  
Director

Nela Martins  
Director

Mary Topping-Keenan  
Ex-Officio Director

Daniel Hasznos  
Ex-Officio Director

Linda Bugaziyanos  
Ex-Officio Director

6. **OTHER BUSINESS – 6:55 pm**

- Cash Online had a button to donate – Niloufer requested Mary to ask the school board if the donate button can be for dedicated donations to CCAA; we should look to streamline donation process for parents? (CSPC, Friends of CCAA already asks for donations and now cash online does the same thing)
- Daniel asked to send pictures of newly purchased Items to Eliza/Nela for website upload.

Next Meeting on May 7, 2019

Meeting Adjourned at 7:03pm

**Registered Charity #85619  
1549 RR0001**