

**Friends of Cardinal Carter Academy for the Arts  
MINUTES**

Meeting time & location	CCAA – May 10 <sup>th</sup> 2016 6pm
Directors present:	Jan Patterson (Chair), David Patterson, Tracy Barber, Eliza Ghinea, Anthony Viola, Anne Bellissimo, Paulo Martins, Eniko Pittner
Regrets:	Melinda Hackett, Dennis Wintjes, Natalie Hegarty
Guest:	Chris Small
Minutes taken by:	David Patterson

Meeting called to order: **6:13 p.m.**

Opening prayer: Paulo Martin

### 1) APPROVAL OF MINUTES

To accept the minutes from April 12<sup>th</sup>, 2016 meeting

Moved Anthony Seconded Tracy All in Favour - Passed

### 2) CHAIN HOIST SYSTEM FOR THEATRE (CHRIS SMALL)

Chris Small joined the meeting at the invitation of the Chair. Chris addressed the meeting on the need for and benefits of installing a chain hoist system for the Theatre.

[Motion – That funding be provided for the installation of the Chain Hoist System, subject to the Directors being satisfied with the final quote provided by Chris Small.](#)

[Moved David Seconded – Tracy All in favour -Passed](#)

### 3) TREASURER'S REPORT (PAULO)

- \$41 133 in the Friends bank account
- Net income of \$10232 in 2016
- Storage unit rent paid until end of May 2016
- \$7542 in the CSPC bank account
- Possibility exist for joint contributions of Friends and CSPC for selected projects

### 4) UPDATE TO THE 25<sup>TH</sup> ANNIVERSARY (TRACY/ANNE)

- Tickets can be purchased online at cardinal carter.org (Anne)
- 19+ only event
- Target alumni (students, parents, teachers)
- Friends presence on the evening would be a great opportunity to engage alumni
- Table & signs to be set up, promote plaque program and donation options.

### 5) PLAQUE PROGRAM UPDATE (ANTHONY)

- Anthony provided an update on the plaque program

#### **6) TECHNOLOGY COMMITTEE UPDATE (ELIZA)**

- A draft of the new website has been sent to Mrs Rossi
- 3 students had volunteered to complete the website prior to the end of June
- Due to exams and visual arts nights it is now anticipated to commence the project in September and complete by December.

#### **7) FLOWER SALES UPDATE (TRACY)**

- 55 bouquets sold and \$340 raised on the 2 music nights
- Visual arts night – only 1 preorder so cancelled

#### **8) TEACHER ENGAGEMENT UPDATE**

- Jan addressed the teacher heads, seeking any suggestions/requests that Friends funds could be applied to. To date no responses have been received.
- Anne indicated the school is in desperate need of technology items, ( e.g. film editing equipment that is use dby multiple groups in the school)

#### **9) SIGN UPDATE (ANNE)**

- \$8000 approximate cost with tax
- No funds are available from the school or TCDSB
- Whilst desirable, Anne does not see the sign as a priority over other projects discussed such as the chain hoist or film editing equipment.

#### **10) ACTION ITEM REVIEW**

An update was provided on the Action items list

Meeting Adjourned 7.21pm

Next meeting Tuesday 14<sup>th</sup> June 2016, 6pm at CCAA

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**ACTION ITEMS**

Ref	Action Items	Status	Who	Due By
01/2016	Find out how to transfer data between Simply Accounting and QuickBooks	Complete	Jan	12/04/2016
02/2016	To speak with Chris re Storage capacity, need, inventory updates	Complete	Dennis	12/04/2016
02/2016	Storage Rental Options for space and cost	Complete	Tracy / Dennis	12/04/2016
03/2016	Issue cheque for another 3 months for storage fee	Complete	Paulo	12/04/2016
04/2016	Update on Gmail accounts set up	Complete	Mel	12/04/2016
05/2016	Creation of Drop Box account	Pending	Mel	12/04/2016
05/2016	Find out contacts and plans for the Anniversary / set up meeting with Anne	Complete	Tracy/Dennis	12/04/2016
06/2016	Check the actual seats if installed and contact donors once it happened	Complete	Anthony	12/04/2016
07/2016	Paulo to send/email Anthony information for the 1K cheque for plaques	Complete	Paulo	12/04/2016
08/2016	To email Dennis for specifics on meeting schedule with Mrs. Rossi	Complete	Jan/Eni	12/04/2016
09/2016	To meet with Anne and meet with Arts Area Chairs – Band / Drama / Visual Arts / Dance	Complete	Jan/Natalie	12/04/2016
10/2016	To call individuals whose emails failed - to confirm email addresses	Complete	Natalie	10/05/2016
11/2106	Need to find cheques for storage / Anne will look for it as well	Complete	Paulo/Anne	10/05/2016
12/2016	Working on Word Press to change the new Form; will work on a PDF fillable Form	Complete	Jan/Dennis	10/05/2016
13/2016	Paulo to submit Friends tax return to the CRA	Pending	Paulo	14/06/2016
14/2106	Anthony to place order for 5 plaques next week. To determine the number of plaques ordered and installed this far in 2016 and report to next meeting.	Pending	Anthony	14/06/2016
15/2016	Conduct flower bouquets sales on Senior Drama Night on 19 <sup>th</sup> May	Pending	Tracy	14/06/2016
16/2016	Jan to craft an email and send to Anne to provide to the department heads, indicating to them that Friends has funds available to assist in purchasing item across all areas of the school.	Pending	Jan	14/06/2016