



**OFFICERS AND DIRECTORS**

Tracy Barber  
Director & President

Kevin Hendershot  
Director & Vice President

Niloufer Pasha  
Director & Vice President

Brenda Bao  
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Todd Josifovski  
Director & Co-Treasurer

Crystal Chialtas  
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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**

**MAY BOARD MEETING MINUTES**

Meeting time & location	May 7, 2019, 5:30 pm at CCAA
Directors present:	Tracy Barber, Linda Bugaziyanos, Kevin Hendershot, Niloufer Pasha, Eliza-Daniela Ghinea, Douglas Alderman, Nela Martins, Mary Topping-Keenan & Daniel Hasznos
Regrets:	Brenda Bao, Todd Josikovski & Crystal Chialtas
Guests:	Vincent Valeri, Raymond Sanborn and Nadia Bruni
Minutes taken by:	Niloufer Pasha

Meeting called to order at **5:37 pm** allowing for guests to sign in as it was an open meeting.

**1. APPROVAL OF APRIL 2019 MINUTES**

- Kevin made the motion to approve the April 2019 meeting minutes; Doug seconded – All in Favour – Approved.

**2. TREASURER’S REPORT**

Niloufer provided an update

- Approx. an additional \$5,000 received in donations since last meeting; music concert nights were very successful for plaque program donations
- Current bank balance was \$15,296; Friends usually maintains a balance of \$5,000 so at least \$10,000 was available for the June funding.
- Funding requests received from various departments amounted to \$24,000; Daniel presented one more request – from the String department - at the start of the meeting for over \$6,000 bringing the total to \$30,000 in funding requests.
- School had approx. \$1,200 available in the account remaining from the December funds provided by Friends and CSPC.
- It was assumed that CSPC would likely not be able to contribute towards the June funding.

**3. FUNDING DISCUSSION**

Tracy led the discussion; quotes provided by HODs were available for inspection. Niloufer handed out copies of a spreadsheet showing all the requests. Daniel handed out the Strings dept. request with quotes. Funding requests:



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- Theatre: mic stands, locking mic case, road case for mics/stands and portable DMX dimmers - \$2,436
- Band: projector unit plus laptop (total cost not know yet), a Marimba - \$1,796 and a Bass Trombone - \$5,537
- Strings: Cello and metronome power cords - \$6,900
- Visual Arts – 28 Portable Donkeys (art benches) - \$8,500
- Technology – 2 sets of cameras and ancillaries - \$4,258
- Classroom Library – 100 books (contemporary reading material for Grade 9s) - \$2,000

Key follow-up items resulting from the discussion:

- Instead of providing funds for books Tracy suggested a book drive – asking the school community to donate new (or almost new) books from a list to be provided by the school. School office to ask for a book list to be prepared for the drive. Kevin will also approach Indigo to ask for book donations.
- Theatre request seemed reasonable and prudent as it would protect significant investment already made in equipment to date.
- Mary to discuss and confirm Band’s request of the projector unit – the total cost and whether it could be funded fully or partially by the school.
- Tracy provided some background to board members on the past two year’s funding history and noted that Visual Arts has not received any significant funding from Friends. Therefore, even though Friends could not fully fund the dept’s request in June, it would be fair to allocate some funds to the art benches. Further clarification was needed on (a) specific model and pricing (b) bulk discount from the vendor, if any and (c) if a partial purchase (e.g. 14 benches) sooner was desired over a full purchase at a future date. Mary to discuss with HOD.
- Mr. Rossi (HOD – Technology) had mentioned that if funding for two sets of the film equipment was not available, he would be satisfied with one set for now.
- General note was that if the board-approved vendors’ pricing was not competitive, the school should ask for price-matching from these vendors prior to placing the order.

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**4. PLAQUE REPORT**

Doug provided an update

- 14 donations received for which plaque orders need to be placed; Doug will gather all the information he needs, send out confirmation emails to donors

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



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and place the order by early next week in order for the plaques to be installed in June

- Nela made an observation that some of the plaques on the seat arms were scratched and maybe the installer can be requested to take due care next time. School admin. noted this.
- A past Friends member and monthly donor has requested a plaque since her donations has now exceeded \$250.00; there was discussion and agreement that instalment payments cannot qualify for a plaque as it would be an administrative issue to track and record multiple payments. However, an exception may have to be made in this case for various reasons. Doug was to follow-up with the donor.
- Niloufer suggested streamlining the plaque donation process and having an automatic reply go out to donors letting them know when their plaque will be installed (maybe pick three batches – Fall, Winter & Spring with deadlines). Doug to coordinate with Tracy and Eliza to collect plaque information upfront on the website and provide an automatic reply through CanadaHelps.

**5. CORPORATE DONATIONS**

Kevin provided an update

- Kevin continues to approach local businesses for donations; he did another email blast
- Currently he has 2 gift cards of \$60 each from Union Social, 2 three-month passes from LA Fitness and 2 Bluetooth-enable electric toothbrush sets.
- It was decided that one of each (Union Social gift card, LA Fitness pass and toothbrush set) can be donated to the school’s Relay for Life event scheduled for May 17. Kevin to drop off these items to the school office.

**6. WEBSITE UPDATE**

An update was provided by Eliza

- Website was updated except for the seat chart for the plaque program
- Doug to provide Eliza the plaque program seat chart after finalizing the next batch of plaque orders – by next week



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- Suggestion was made that the plaque program page indicate only one-time donation of \$250.00 was eligible for a plaque (instalment payment not available for this program).

## 7. OTHER BUSINESS

- Mary responded to Niloufer's query - if school cash online can be used to receive donations and issue tax receipts? Donations can be made to CCAA through the system but the funds would go into the CSPC account (not Friends or the school's account)
- A receipt from the school (issued by TCDSB) for the funds transferred to the school account in December 2018 will probably suffice as supporting documentation for CRA tax filing. Brenda to reach out to Mary to confirm and obtain receipt.
- Tracy to check if CSPC would be able to contribute any funds to the June funding.

Meeting adjourned at 6:30pm.

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