

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

|                         |   |
|-------------------------|---|
| Meeting time & location | CCAA – Dec 6 <sup>th</sup> 2016 6pm   |
| Directors present:      | Jan Patterson (Chair), David Patterson, Tracy Barber, Eliza Ghinea, , Paulo Martins, Natalie Hegarty, Dennis Wintjes, Eniko Pittner, Anne Bellissimo, Anthony Viola, Melinda Hackett (on phone) |
| Regrets:                | Nil   |
| Guests:                 | Nil   |
| Minutes taken by:       | David Patterson   |

Meeting called to order: **6:02 p.m.**

Opening prayer: Paulo Martins

### 1) APPROVAL OF MINUTES (13<sup>th</sup> September meeting)

- **Motion: To accept the minutes from 8<sup>th</sup> November 2016 meeting. Moved Natalie Hegarty Seconded Anthony Viola All in Favour – Passed**

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

- \$27,618 in the Friends bank account
- \$847 received in donations/fundraising from Nutcracker event.

### 3) ACTION ITEMS UPDATE (JAN)

- 26/2016 – Jan reported the Student Council have been invited to address the Friends Board. She is awaiting a reply.
- 27/2016 – Form completed and sent out with the mid term reports
- 28/2016 – Deferred to the New Year. David to liaise with Anne on a suitable opportunity.
- 29/2016 – Eliza and Eni to put new advertisements together for Music nights on Dec 21/22.

### 4) JANUARY MEETING & AGM (JAN)

- **Motion: That the AGM be conducted on Tuesday 24<sup>th</sup> January, 2017 at 6pm Moved Jan Patterson , Seconded Dennis Wintjes .All in Favour – Passed**

### 5) NEW PURCHASES DISCUSSION & VOTE (JAN)

- Discussion was undertaken on all the outstanding requests for purchases.
- **Motion: That an amount of up to \$3000 be allocated for the purchase and if necessary the installation of 4 Ballet Barres as requested by Dance. Moved Dennis Wintjes, Seconded Tracy Barber. All in Favour – Passed**
- **Motion: That an amount of up to \$3200 be allocated for the purchase of the Computer workstation and software requested by Music, subject to Anne Bellissimo determining with Music if the recently acquired Dell computers for the school could be used for the computer component, allowing for 2 lots of software and computer parts as**

required to upgrade the computer to be purchased instead. Moved Dennis Wintjes, Seconded David Patterson. All in Favour – Passed

- That an amount of up to \$860 plus HST be allocated for the purchase of 2 tablets as requested by Mr Rossi. Moved Jan Patterson, Seconded Paulo Martens. All in Favour – Passed The purchase of the camera requested by Mr Rossi will be revisited once it is established if the Canon camera donated by Dennis Wintjes can fulfil that request.
- All other requests will be considered once again in 2017, based on the funding available and prioritizing with any future requests received.

## 6) DONATION OF GOODS (DENNIS)

- Dennis Wintjes kindly donation an unused Canon camera to the School. Dennis will organize to drop off at the office to Anne.

## 7) PLAQUE PROGRAM (ANTHONY)

- Anthony reported that 21 new plaques have been received for the Theatre as well as the 3 plaques for computers/tablets purchased this year.

## 8) WEBSITE UPDATE (ELIZA)

- Item deferred to next meeting due to time constraints

## 9) DIRECT DONATION UPDATE (JAN)

- Item deferred to next meeting due to time constraints

Meeting Adjourned 7.07pm

Next meeting: To immediately follow the conclusion of the AGM on Tuesday 24<sup>th</sup> January 2017.

## 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  | Complete | Mel/David      | 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 |
| 11/2016 | 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   | Complete | Paulo      | 14/06/2016 |
| 14/2016 | 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.                                       | Complete | Anthony    | 14/06/2016 |
| 15/2016 | Conduct flower bouquets sales on Senior Drama Night on 19 <sup>th</sup> May   | Complete | 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. | Complete | Jan        | 14/06/2016 |
| 17/2016 | Jan to send out to each of Arts areas their approved requests   | Complete | Jan        | 23/06/2016 |
| 17/2016 | To speak with Chris re Storage capacity, need, inventory updates  | Complete | Tracy      | 13/09/2016 |
| 18/2016 | Appreciation plaque handed to former President – Joanne   | Complete | Eni        | June 2016  |
| 19/2016 | Appreciation plaque handed to former Treasurer – Susan  | Complete | Mel        | June 2016  |
| 20/2016 | Storage Rental Options for space and cost   | Complete | Tracy      | 13/09/2016 |
| 21/2016 | Issue cheque for another 3 months for storage fee   | Complete | Paulo      | 13/09/2016 |
| 22/2016 | Find out who is responsible for the storage by Sept 20 <sup>th</sup> or we will not continue to pay by October 1st  | Complete | Paulo      | 13/09/2016 |
| 23/2016 | Notice to be sent to all parents, one mid September, one at Thanksgiving seeking additional donations   | Complete | Anne & Jan | 11/10/2016 |
| 24/2016 | Investigate the possibility of putting a link to the Friends website on the main CCAA website. Link to be established when new Friends website up and running                               | Complete | Anne       | 8/11/2016  |
| 25/2016 | Department heads to be contacted on their storage needs and status (i.e. keep or throw out) of their items currently in storage.  | Complete | Anne       | 8/11/2016  |
| 26/2016 | Contact the Student Council to invite them to attend the December Board meeting.  | Complete | Jan        | 6/12/2016  |
| 27/2016 | Jan and Anne to coordinate a further email to parents and develop a simpler donation form to be included with the mid semester reports.   | Complete | Jan/Anne   | 6/12/2016  |

|         |   |                                |            |           |
|---------|---|--------------------------------|------------|-----------|
| 28/2016 | David to address the student body at the Advent Mass on 6 <sup>th</sup> December. Anne to assist by providing access for a powerpoint presentation. | Pending 2017 date being sought | David/Anne | 1/24/2017 |
| 29/2016 | Eliza to identify potential new advertisements or refreshment of the existing advertisements for the foyer TV                                       | Complete                       | Eliza      | 6/12/2016 |

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