

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

Meeting time & location	CCAA – May 9, 2017
Directors present:	Jan Patterson, Natalie Hegarty, , Anthony Viola, Brenda Bao, Paulo Martins, Niloufer Pasha, Anne Bellissimo, Renita Greener, Tracy Barber, David Patterson
Regrets:	Anita Anton, Eniko Pittner, Eliza Ghinea
Guests:	
Minutes taken by:	David Patterson

President Jan Patterson chaired the meeting. Meeting called to order: **6:05 p.m.**

Opening prayer: Natalie Hegarty

1) APPROVAL OF MINUTES (April 11th, 2017 meeting) (Jan)

- Motion: To accept the minutes from April 11th, 2017 meeting. Moved David Patterson Seconded Paulo Martins All in Favour – Approved

2) TREASURERS REPORT (Brenda and Paulo)

- Brenda Bao delivered the Treasurer's report, stating our overall balance is now at \$38,210.
- There is approximately \$8,000 in committed funds yet to be spent (Ballet barres, music computer)
- CRA Charity submission to be lodged by June 30.

3) ACTION ITEMS UPDATE (Jan)

- 28/2016 – David Patterson addressed the school at the Easter Mass to assist to raise the profile of Friends with the student body.
- 10/2017 – May Arts event is May 25 & 26. Tracy to send email to enlist support.
- 14/2017 – Completed
- 15/2017 – Completed
- 17/2017 - Completed

4) FRIENDS AWARDS (Jan)

- Currently we give \$100 to two Grade 12 students , decided by staff
- How do we want to proceed beyond this school year?
- Action item – Tracy to review current awards criteria and report back to June meeting.

5) LOGO COMPETITION UPDATE (Paulo)

- Seven entries thus far
- Action Item – Paulo to email Board members next week with all final entries.

- Board members to rank their top 3 and return to Paulo
- Paulo to collate top 3 for vote at June meeting to determine winner

6) DANCE CONCERT UPDATE (TRACY)

- Smaller event, flowers slow on evening but made \$180
- Tracy spoke to the audience on behalf of Friends on both evenings
- Received some donations, including one for \$250.

7) PLAQUE PROGRAM UPDATE (Anthony)

- 166 plaques now in the Theatre
- Another order of eight to pick up tomorrow
- Action Item – Agenda item for June meeting to discuss how to best recognize donations larger than \$250.
- Action item – Jan to provide a legacy letter to Anne to send to Grade 12 parents

8) UPCOMING EVENTS

- Dates for upcoming events are:
 - May 10 -Music (Vocal)
 - May 24-26 -Junior Drama
- Jan requested of Anne what the best way for Friends to be aware of all school events, so we can participate and offer assistance. There have been some events of which we were unaware.

9) OTHER BUSINESS

- Caretaker Recognition – Jan raised how we can recognize the assistance we receive from Frank, Lorenzo and Albert. Moved David, Seconded Paulo that we purchase a \$25 Tim Horton gift card for each of the three caretakers. All in favour. Approved
- United Way – Paulo raised that we should emphasize the option for people to donate to Friends through the United Way website, selecting Friends as their charity of choice. Many big corporations require their staff to donate through United Way.
- Action Item – Tracy to include this in the Annual Family Donation Plan letter to be provided to Anne to be sent out to parents in the August mailout.
- Action Item – Jan to check status of Friends Instagram account with a view to linking to Carter Council

NEXT MEETING

- Next meeting: Tuesday June 6th, 2017 at 6pm. (no CSPA meeting on this evening)
- Please allow two hours for this meeting as we will be making decisions on funding allocations.

Meeting Adjourned 7:05pm

ACTION ITEMS

Ref	Action Items	Status	Who	Due By
28/2016	David to address student body at Easter Mass on 19 th April. Anne to provide access for a ppt presentation.	Complete	David/Anne	19/4/2017
1/2017	Jan to send Anne an electronic flyer for inclusion in the new parents introductory package	Complete	Jan	28/2/2017
2/2017	Anne to look at Google Docs as a possible option for the storage of Friends docs. Anne to further investigate.	Complete	Anne	21/3/2017
3/2017	Paulo & Natalie to work on a Friends new logo contest for the students	Ongoing	Paulo Natalie	21/3/2017
4/2017	Jan to print out extra donation forms Stud.Reg night	Complete	Jan	22/2/2017
5/2017	Jan to update Director Name Tags and Draw Prize details for Stud.Reg.night	Complete	Jan	22/2/2017
6/2017	Brenda to prepare a Donation Box and bring her I Pad for Stud. Reg. night	Complete	Brenda	22/2/2017
7/2017	Eni to meet with Carter Student Volunteers .	Complete	Eni	22/2/2017
8/2017	Jan to prepare a letter to authorize Paulo and Brenda's	Complete	Jan	21/3/2017
9/2017	Volunteers to be enlisted to support with April Arts Event	Complete	Tracy	21/3/2017
10/2017	Volunteers to be enlisted with May Arts Event	Pending	Tracy	10/4/2017
11/2017	Jan to follow with her employer on the possibility of getting a computer donated to Friends	Complete	Jan	10/4/2017
12/2017	Jan to organize appreciation certificates for Dennis and Melinda	Complete	Jan	10/04/2017
13/2017	Anne to send a JPEG of the Carter Logo to Jan	Pending	Anne	11/04/2017
14/2017	Paulo to send the Logo contest Poster to Anne	Complete	Paulo	11/04/2017
15/2017	Anne to send the link of #onthisrock	Complete	Anne	11/04/2017
16/2017	Anthony to confirm with Eliza seating plan for Theatre plaque program.	Complete	Anthony	11/04/2017
17/2017	Brenda to send Anthony the name and e mail address for the individual who would like to know where their engraved plaques are located.	Complete	Brenda	11/04/2017
18/2017	Review of current criteria for Friends Awards	Pending	Tracy	09/06/2017
19/2017	Board members to be emailed final entries in Logo competition	Pending	Paulo	09/06/2017
20/2017	Jan to provide a legacy letter to Anne to send to Grade 12 parents	Pending	Jan	09/06/2017
21/2017	Tracy to include United Way donation option in the Annual Family Donation Plan letter to be provided to Anne to be sent out to parents in the August mailout.	Pending	Tracy	07/08/2017
22/2017	Jan to check status of Friends Instagram account with a view to linking to Carter Council	Pending	Jan	09/06/2017

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