



OFFICERS AND DIRECTORS

FEBRUARY 2020 BOARD MEETING MINUTES

Kevin Hendershot
Director & President

Nela Martins
Director & Vice President

Todd Josifovski
Director & Co-Treasurer

Crystal Chialtas
Director & Secretary

Eliza-Daniela Ghinea
Director

Douglas Alderman
Director

Katharina Mertens - Tropper
Director

Raluca Magdas
Director

Tony Cornacchia
Director

Mary Topping-Keenan
Ex-Officio Member

Ray Sanborn
Ex-Officio Member

Donna Marie Baratta
Ex-Officio Member

Linda Bugaziyanos
Ex-Officio Member

**Registered Charity #85619
1549 RR0001**

Meeting time & location

CCAA – February 18, 2020

Directors present:

Kevin Hendershot, Nela Martins, Todd Josifovski, Crystal Chialtas, Raluca Magdas, Eliza-Daniela Ghinea, Douglas Alderman, Tony Cornacchia, Donna Marie Baratta & Mary Topping-Keenan

Regrets:

Katharina Mertens-Tropper & Linda Bugaziyanos

Guests:

Vincent Valeri

Minutes taken by:

Crystal Chialtas

Meeting called to order: **6:05 p.m.**

1. Approval of January 2020 Minutes – 6:06 p.m.

- Kevin asked the board members to review the January 2020 Board Meeting Minutes. Todd motioned to approve; Tony Seconded.

2. MISSION & ROLE REVIEW

- For clarity purposes, Kevin advised the board the difference between CSPC and FRIENDS. CSPC does the services for the school (ie: used clothing drive) FRIENDS is 100% Charity and distributes the donations evenly in all departments.
- Donna Marie Baratta, the CCAA Techer representative was introduced.
- Linda Bugaziyanos is the CSPC representative.
- Roles and Responsibilities:
 - i. Kevin – President
 - ii. Nela – Vice President
 - iii. Todd – Treasurer
 - iv. Crystal – Secretary
 - v. Raluca – Secretary (to shadow Crystal)
 - vi. Eliza – Website
 - vii. Doug – Plaque
 - viii. Tony – Plaque (to shadow Doug)

3. TREASURERS REPORT - 6:13 p.m.

- Opening Balance January 1, 2020 was \$5,648.79
- Total January 2020 Deposits were \$3,471.79
- Total January 2020 Debits were (\$750.16) for 2 issued cheques
- Closing January 31, 2020 Balance was \$8,370.42
- The Account Balance on February 18, 2020 was \$8,389.72
- Donations over \$250.00, make sure to ask if they want a plaque.

36 Greenfield Avenue, Toronto, ON M2N 3C8. www.friendsocardinalcarter.ca
friendsofccaa@gmail.com



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- Take a picture of the cheque, send to Doug and keep a master copy.
- CRA filing to be done in June, but will have it done before the due date as per Todd.
- 3rd signing officer required to sign the cheques.

4. PLAQUE REPORT – 6:22 p.m.

- There has been no major push in the last couple of weeks, but everything is up to date.
- 11 plaques have been ordered; new wave of plaque orders expected in April.
- Seat diagram up to date and everything is mapped out.
- Future of the Plaque program: Are we allowed to have a Donor wall?
 - o Corporate (Annual)
 - o Family (Permanent)
- 61% of the Theatre chairs are filled.
- For the new plaque forms: add a portion to mark off if they are ok to share their information. (ie: for future events)

5. WEBSITE REPORT – 6:36 p.m.

- Eliza has done all the require website cleaning:
 - Minutes updated
 - Latest items updated
 - Map updated
- Check news page and update it.
- a batch of bookmarks printed.

6. DONATION GOALS – 6:43 p.m.

- Last year, our goal was \$30k, this year, our new goal is \$50k, this will be done through direct , plaques and corporate donations
- Corporate update:
 - Get visual arts department to design the handout to potential corporate donors.

7. OTHER – 6:53 p.m.

- Vince to create an alumni list;
- Under contact list, make sure to have an “opt-in” option to be contacted and included in the mailing list;
- Outsource to bring Friends to the next level;

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- Spotlight an old student (alumni)

Spring Drive:

April 2, 2020 - Dance

April 16, 2020 – Visual Arts

April 30, 2020 – Drama

“Make your memory” Push

And Grad package

Next meeting on March 24, 2020 – 5:00 p.m. (NEW TIME)

Meeting adjourned at 7:05pm.