



EXECUTIVE OFFICERS

Tracy Barber
President

Natalie Hegarty
Vice President

Brenda Bao
Treasurer

Niloufer Pasha
Secretary

SEPTEMBER BOARD MEETING MINUTES

| | |
|-------------------------|---|
| Meeting location & time | CCAA – 6:00pm on September 18, 2018 |
| Directors present: | Tracy Barber, Natalie Hegarty, Kevin Hendershot, Anthony Viola, Brenda Bao, Daniel Hasznos, Eliza Ghinea, Mary Topping Keenan, Paulo Martins and Niloufer Pasha |
| Regrets: | Philip Doyle |
| Guests: | Vince Valeri and Raymond Sanborn |
| Minutes taken by: | Niloufer Pasha |

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Kevin Hendershot

Philip Doyle

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Daniel Hasznos
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Registered Charity
#85619 1549 RR0001

Meeting called to order: **6:02 p.m.** after opening prayer was said by Natalie.

1. APPROVAL OF MINUTES (June 5, 2018)

Motion: To accept the minutes of the meeting held on June 5, 2018. Moved – Kevin Hendershot; Seconded – Tracy Barber; All in Favour – Approved.

Mary mentioned during minute review that CCAA had a new Theatre Manager – Michael McLeod.

2. TREASURER'S REPORT

Brenda provided an update on donations and cash flow since the last meeting in May.

- a) Current balance is \$24,029.28
- b) Two cheques totalling approx. \$3,800 cleared over the summer
- c) Several purchases approved (totalling approx. 12,500) were yet to be made and paid for by Friends
- d) Approx. \$11,000 will be available after all of June funding approvals have been paid for.



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3. PLAQUE PROGRAM

Anthony provided an update on the Plaque Program donations:

- e) 10-12 new plaques received for installation (passed on to Mr. Valeri)
- f) Total of approx. 230 plaque donations to date
- g) Friends' Award plaque recipient (graduated Grade 12 student) to be notified by School office.

4. FUNDING REQUEST

Tracy provided an update:

- a) Band repaired the amps instead of purchasing them (used \$700 instead of \$800 approved). Since the repair was not approved at the last meeting it was voted upon. Raymond explained the rationale for the repair vs. purchase and everyone agreed it was a good decision but in future Friends was to be notified prior to allocated funds being used in a different way. Motion to approve repair of amps – Moved: Niloufer Pasha; Seconded – Brenda Bao; All in Favour – Approved.
- b) Strings – to purchase the viola at \$637 (June approval was for \$567 for a different size)
- c) Recent French dept staff changes did not allow for the purchases approved; Mary to follow up with new staff
- d) Direct donation letters to be sent home with students soon; Tracy to draft and provide yellow paper to School for printing
- e) Mary to send out email prior to Thanksgiving with Friends message and donation form
- f) Friends to have table at Curriculum Night (September 19); Niloufer to attend; Tracy to speak.



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5. FRIENDS' WEBSITE

Eliza provided an update on the website:

- a) Minutes and Plaque Program (availability seating chart) are being updated regularly
- b) Anthony to provide updated seating chart.

6. CORPORATE DONATIONS

Kevin handed out copies of the corporate donation letter and a list of the businesses he has contacted for donations.

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- a) He asked others to add to the list and/or contact businesses themselves
- b) Corporations could sponsor certain Carter events such as Dance Night, Nutcracker, etc. (signage/representative from the corp. can attend/have booth, etc.)
- c) Carter music bands/dancers can be hired by corporations for their events such as Holiday parties; funds donated by corps can be divided into fee-for-service that the performing Arts area will be entitled to with balance going to Friends (to be allocated as per funding policies)
- d) Some corporations such as P&G will donate in kind such as gift baskets; donations in kind can be used as incentives in the Direct Donation campaign. Kevin to get more details on donations-in-kind.

7. CSPC-FRIENDS COORDINATION

Paolo provided an update on the CSPC funds and the disbursement policy to be followed. Mary provided some clarification.

- a) CSPC funds to be disbursed by CSPC – no transfer of funds to Friends or comingling (as per School auditor’s recommendation)
- b) Approved purchases to be made from the Board’s preferred vendor list. If a certain vendor is not on the list, the School can request the Board to have the vendor added
- c) Funds from Friends and CSPC can go to the School’s account and the School can make the purchases of the approved items; then provide receipt copies to Friends and CSPC
- d) CSPC to utilize funds raised in the same year unless funds need to be carried forward for an earmarked purpose.

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- e) CSPC and Friends to continue to coordinate and work closely to achieve the common goal of funding as much of the School's needs as possible and generally helping improve the School community.

8. OTHER BUSINESS

- a) Byelaws to be read prior to the next meeting so they can be reviewed and discussed. Byelaws available on Friends website
- b) Tracy will not be able to attend October meeting; Natalie to chair it.

Meeting adjourned at 7:02pm.

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