



EXECUTIVE OFFICERS

Jan Patterson
President

Tracy Barber
Vice President

Brenda Bao
Treasurer

David Patterson
Secretary

BOARD MEETING MINUTES

Meeting time & location	CCAA – December 5, 2017
Directors present:	Jan Patterson, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, , Eliza Ghinea, Mary Topping Keenan, Paulo Martins, Tracy Barber, Eniko Pittner
Regrets:	David Patterson, Anita Anton
Guests:	Josh Mansker (Theatre Manager)
Minutes taken by:	Niloufer Pasha

Meeting called to order: **6:00 p.m.**

Opening prayer: Paulo Martins

BOARD OF DIRECTORS

Eliza-Daniela Ghinea

Natalie Hegarty

Niloufer Pasha

Eniko Pittner

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Anita Anton
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Jan welcomed Board members, mentioned that three of them (Jan Patterson, David Patterson and Eniko Pittner) will be stepping down next year and thanked everyone for their work and contribution to Friends in the past year.

1) APPROVAL OF MINUTES (October 14, 2017 meeting) (Jan)

- **Motion: To accept the minutes from November 14th, 2017 meeting. Moved Anthony Viola; Seconded Eliza Ghinea; All in Favour – Approved**

2) TREASURERS REPORT (Brenda)

- The overall balance is now at \$34,610
- \$14,379 in donations have been banked thus far this school year. Tracy mentioned she has received \$650 since last email campaign bringing the total to \$15,029
- Cheques totalling \$12,438 have been written so far. Jan mentioned that the ballet barres allocation had not yet been used by the dance department and the board needed to discuss and agree on an action item relating to the use of these funds
- Brenda praised Tracy for the quality and content of the email donation campaign Tracy has been running
- Jan praised and thanked Tracy, Brenda and Mary for the email composition, distributing the emails, and collecting/depositing cheques resulting in a very

**Registered Charity
#85619 1549 RR 0001**



EXECUTIVE OFFICERS

Jan Patterson
President

Tracy Barber
Vice President

Brenda Bao
Treasurer

David Patterson
Secretary

BOARD OF DIRECTORS

Eliza-Daniela Ghinea

Natalie Hegarty

Niloufer Pasha

Eniko Pittner

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Anita Anton
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Registered Charity
#85619 1549 RR 0001

successful year of fundraising (noted by some members a few times during the course of the meeting as the best so far to their knowledge).

3) ACTION ITEMS UPDATE

- 27/2017 – Pending – Website updates. Graphic on home page for fundraising goal thermometer with 50K target was discussed - Eliza asked if she should go ahead with it. It was discussed and agreed that though it is late in the year we can add the graphic and maybe use a comparative one next year. Eliza asked about the timing for posting the board minutes to which Jan responded that they can be posted immediately upon approval i.e. in the following month after the meeting. Eliza was thanked by board members for her hard work and contribution towards delivering the newly updated and more functional website.

4) FRIENDS AWARD (Jan)

- Jan opened the discussion summarizing the process she has followed to come up with the Friends Award criteria which was circulated by email to the board members. Niloufer had provided feedback which was incorporated and since no one else responded it was assumed that the board agreed with the most recent criteria proposed by email.
- The board can nominate students for this award in the future; however, selection for the award will be made by the school awards committee who are more familiar with the student body. Everyone agreed.
- **Motion: to accept the friends Award criteria; Moved Natalie Hegarty; Seconded Anthony Viola; All in Favour – Approved.**

5) PURCHASE REQUEST DISCUSSION AND VOTE (Jan)

- Jan started the discussion on this agenda item by mentioning that CSPC has agreed to donate a certain amount of their funds each year to Friends and will be more involved in the purchase of the requested items by the school. Jan invited Paulo to speak on behalf of CSPC.
- Paulo summarized the progress that CSPC has made in its student/parent services resulting in higher inflow of funds primarily because of the leadership of Tennille Jacobs; CSPC will continue to provide services such as regular uniform sale, lunch programs and flower sales during shows. CSPC met the previous night and approved the transfer of \$5,000 to Friends. CSPC had a request that such funds be used in order of the following priority: (a) Academic



EXECUTIVE OFFICERS

Jan Patterson
President

Tracy Barber
Vice President

Brenda Bao
Treasurer

David Patterson
Secretary

BOARD OF DIRECTORS

Eliza-Daniela Ghinea

Natalie Hegarty

Niloufer Pasha

Eniko Pittner

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Anita Anton
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Registered Charity
#85619 1549 RR 0001

requests (b) Storage item requests (preserving value and ensuring the longevity of items) and (c) Arts requests. Board members agreed with the prioritization.

- Jan started the discussion on the list of requests received from various departments to-date which was circulated by email before the meeting. Everyone had hard copies at hand and a discussion followed on the list of items requested by various departments.
- Eni mentioned that she had caught up with Anita before the meeting and had her prioritize the items requested by the three music departments – strings, vocal and band. The priority items were iPad Pro (\$1,199), Small Viola (\$575), ½ size Double Bass (\$1,800), Bass Clarinet (\$9,606.06) and a storage unit (\$2,548.98). Members seemed to agree on the purchase of the strings instruments; the discussion then focussed on the bass clarinet primarily due to its high price; members (Jan, Tracy, Niloufer and Brenda) threw out a few suggestions such as getting multiple quotes, considering used instruments, renting to own, renting and allocating a portion of the price with the hope that the music department will be able to raise the difference and purchase it. After much of the discussion it was agreed that we needed more information on the requests from the music department and review our own policy of approving instruments. Tracy also suggested that the school should find out the board's policy towards replacement of instruments especially for an arts-focussed school such as CCAA.
- Tracy also provided some information on the purchase of wireless microphones (estimated cost of \$26,000) which are currently being rented; certain event venues such as Casino Rama and Stratford will be upgrading their systems soon and we might have an opportunity to buy used equipment at an attractive price; however, the timing is not certain. She mentioned her contact David from Novita is a savvy consultant and it might be wise to use his consulting services to help CCAA procure mics and stage equipment in a cost-efficient manner (e.g. bidding process).
- Once the initial discussion was concluded Brenda put up the summary fo the items requested by each department with rounded –off amounts so the voting could begin.
- **Motion: In keeping with CSPC's feedback the first items to be approved were the non-arts requests (Canadian World Studies, English and Gym) totalling approx. \$770. Moved Jan Patterson, Seconded Paulo Martins; All in favour – Approved.**



EXECUTIVE OFFICERS

Jan Patterson
President

Tracy Barber
Vice President

Brenda Bao
Treasurer

David Patterson
Secretary

BOARD OF DIRECTORS

Eliza-Daniela Ghinea

Natalie Hegarty

Niloufer Pasha

Eniko Pittner

Anthony Viola

Mary Topping-Keenan
Ex-Officio Member

Anita Anton
Ex-Officio Member

Paulo Martins
Ex-Officio Member

Registered Charity
#85619 1549 RR 0001

- Requests from Vocal was reviewed and discussed; since none of the items seemed critical and Vocal recently received funding for risers/computers (over \$10,000) members agreed to revisit this department next year
- **Motion: Requests from technology was discussed and members agreed to approve all of the items except for the cameras since they had recently bought one. Total amount of approx. \$1,700 was agreed for this department. Moved Brenda Bao, Seconded Tracy Barber, All in favour – Approved.**
- **Motion: Members agreed with the priority items requested by the Strings department which were a small viola and ½ size double bass totalling \$2,375. Moved Eniko Pittner, Seconded Brenda Bao; All in favour – Approved.**
- The Band priority items were a storage unit (cost \$2,500) and bass clarinet (cost \$9,600). Members agreed more information was needed on the storage unit as the photo did not provide sufficient details that would warrant the high cost. A long discussion followed again on the bass clarinet primarily because of its high cost. Options to rent, rent-to-own and purchase used one was again tabled and members decided the decision cannot be made unless more information was provided to the board.
- Eliza raised a question on how we were processing, reviewing and approving the purchase of instruments and whether the price was the main criteria which would mean expensive instruments would be always declined and whether it was the best approach. A long discussion ensued
- Josh stepped in and offered to answer questions about the wireless mic rentals, rent vs own, recent quotes and that the current rental for 3-4 mics was approx. \$600 though he was not certain.
- Discussion concluded with the decision that (a) more information for musical instrument purchase was required, (b) board/school needed to explore cheaper options for wireless mics and (c) sufficient funds were available to approve the purchase of one of the two cameras requested by the technology department.
- **Motion was made to reverse the approval of the purchase of musical instruments (viola and double bass) and approve the purchase of one camera. Moved Tracy Barber, Seconded Anthony Viola, All in favour – Approved.**
- Action items added:
- Revert to Anita Anton and request quotes and more information on purchase and rental options for musical instruments (Jan) – Dec 15



EXECUTIVE OFFICERS

Jan Patterson |
President |

Tracy Barber |
Vice President |

Brenda Bao |
Treasurer |

David Patterson |
Secretary |

- Speak to David of Novita, provide him with a budget (once musical instrument cost is approved) and seek his assistance in the procurement of mics (Tracy) – Dec 31
- In letters approving purchasing of requested items to remind teachers, including to Mr. Mathews, that there is a deadline within which the funds will be available for their use after which the funds may be withdrawn and reallocated to another department (Jan) – Dec 8
- **Motion: To set a deadline for use of funds allocated for the requested and approved items: for December approvals items should be purchased before the end of May in the following year; for June approvals the items have to be purchased before December that year. Moved Jan Patterson, Seconded Niloufer, All in favour – Approved.**

BOARD OF DIRECTORS

Eliza-Daniela Ghinea |

Natalie Hegarty |

Niloufer Pasha |

Eniko Pittner |

Anthony Viola |

Mary Topping-Keenan |
Ex-Officio Member |

Anita Anton |
Ex-Officio Member |

Paulo Martins |
Ex-Officio Member |

6) OTHER BUSINESS

- Anthony sought clarity on the Memory Plaque wording on whether a student name should be included. Members confirmed that it was not necessary and it was agreed in the last meeting that only the name of the deceased would be appear in the plaque.
- Eliza mentioned that she has only four photos of items purchased to post on the Friends website. Jan responded she might have more and agreed to coordinate with Eliza to provide all the photos she has.
- Jan reminded everyone about the AGM which is scheduled for 6pm on January 23, 2018; at this meeting the current board members will be stepping down and the new board members will be voted in.
 - Action item: Provide sufficient notice as per By-laws of AGM (Jan) – Jan 10/2018
 - Action item: Prepare Friends letter for Registration Night in January 2018 and provide to Mary for registration package (Tracy) – Dec 31
 - Action item: Brenda to send list of all donors since September 2017 to David Patterson (the Nomination Committee) so that they can attend and be nominated for directorship during the AGM. Members were reminded that participants can donate the minimum \$5 at the AGM.

Registered Charity |
#85619 1549 RR 0001 |

NEXT MEETING - Tuesday 23rd January (following the conclusion of the AGM)
Meeting adjourned at 8:00pm.