



**EXECUTIVE OFFICERS**

Tracy Barber  
President

Natalie Hegarty  
Vice President

Brenda Bao  
Treasurer

Niloufer Pasha  
Secretary

**MARCH BOARD MEETING MINUTES**

Meeting location & time	CCAA – 6:00pm on March 20, 2018
Directors present:	Tracy Barber, Natalie Hegarty, Anthony Viola, Brenda Bao, Niloufer Pasha, Eliza Ghinea, Mary Topping Keenan, Paulo Martins, Kevin Hendershot, Philip Doyle
Regrets:	Daniel Hasznos
Guests:	Vince Valeri
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: **6:05 p.m.**

Tracy asked Philip to say the opening prayer and once completed started the meeting.

**1) APPROVAL OF MINUTES (February 27, 2018)**

Tracy gave everyone a few minutes to review the minutes and raise questions or request clarifications, if any.

- Motion: To accept the minutes from February 27, 2018 meeting. Moved – Anthony Viola; Seconded - Natalie Hegarty; All in Favour – Approved.

**2) TREASURER’S REPORT**

- Brenda provided an update starting with the current balance in the bank of \$23,282. There were several deposits since the previous meeting.
- Brenda mentioned that there were some donations coming in through United Way (parents donating to United Way were exercising their option to choose a charity for their donations resulting in directing the donations to Friends). Brenda talked about advertising this option to parents some more as suggested by other members in previous meetings – maybe have a screenshot of the United Way donation page on the Friends’ website.



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- Tracy mentioned that \$5,600 contribution committed by CSPC has yet to be transferred to the Friends' account.
- Brenda was able to get 100 more cheques from the bank at no additional cost.
- Kevin had a question on the funding requirement of \$72,000 stated in earlier communication to parents to understand the annual funding needs of the school. There was some discussion that an ongoing fundraising target in the \$30,000-\$50,000 range should be adequate for the next 2-3 years. Tracy to provide additional information on funding to Kevin so he can assess the amount that can be targeted for corporate donations.
- Brenda mentioned that she had some difficulty in matching cash donations with donor information which took her a bit longer to send out the tax receipts. The process to ensure complete donor information is recorded at the time of the donation was confirmed and agreed by all.
- Later in the meeting, Paulo requested Tracy for the list of items approved and funded by Friends in 2017 and upon the receipt of that letter, for his records, \$5,600 by CSPC will be remitted.

### 3) WEBSITE UPDATE

Eliza provided an update on the Friends website:

- Theatre map (Plaque Program) was up-to-date; language around donations not being refundable was added to the website and the "Subscribe" button was edited to "Join Now" as previously discussed and agreed by the board.
- Photos of several purchased items funded by Friends have not yet been received from the school staff for posting. Mary is to follow-up on these.
- Tracy is to provide information to Eliza on the most recently purchased items for posting on the website homepage.
- Paulo had asked about posting information on the donation option through United Way on the website. Eliza confirmed it was already there. There was some discussion on socialising it a bit more. Niloufer suggested it be incorporated in the donation letter that goes out to the parent community.

### 4) FUNDING REQUEST

Tracy provided an update on outstanding funding requests and next round of requests/voting (scheduled for June):

36 Greenfield Avenue, Toronto, ON M2N 3C8.  
[www.friendsofcardinalcarter.ca](http://www.friendsofcardinalcarter.ca) friendsofcaa@gmail.com



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- The music department has yet to revert with the additional information requested on the outstanding funding requests (e.g. buy vs. rent options for high-value instruments)
- Tracy spoke to Josh about theatre needs; though he had prior pending requests for mics the immediate need was lights (which seem to have been frequently burning out). Mary mentioned that Josh has discontinued his role as Theatre Manager but will be teaching an academic course for two weeks. A new Theatre Manager, Malory Mitchell, has joined. Mary was to do the introduction to Tracy so the discussion on funding theatre items can be resumed.
- The timing of asking teachers to submit their requests for funding and the subsequent voting was discussed. The consensus was that the requests should be reviewed and discussed earlier – in the May meeting with the voting taking place either in May or June.
- Since the CSPC did not meet in June and it was to be consulted on the funding requests, Tracy proposed that teachers should be immediately informed and asked to submit their requests at least two weeks before the May CSPC meeting. Brenda added that each department should prioritize the items requested for funding if they have multiple requests.
- Natalie offered to communicate and coordinate with the teachers on the funding request submissions. Mary to send prior communication used by Jan to Natalie/Tracy.

**5) PLAQUE PROGRAM UPDATE**

Anthony provided a brief update on the plaque program:

- Donations received but no new plaques requested since previous meeting.
- Order for a plaque for the computers funded for Mr. Rossi’s class was placed
- Vince asked if instead of screws the plaques could be nailed down – easier to remove or replace when needed; it was discussed and agreed that nails are probably not as durable as screws.
- Deadline for plaque request from graduating students was discussed so letters can go out reminding them; May 2018 was mentioned (not confirmed).
- Paulo mentioned that two parents who had donated instruments a couple of years ago (2015-2016) now wanted tax receipts for the donations. Due to complexity of receiving and issuing receipts for donations-in-kind Friends has a process in place where any donations-in-kind have to be appraised, Friends buys the item at the appraised value from the donor, the donor then contributes the sale proceeds to Friends. This simplifies the recording of donations by converting them all to cash



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donations. Since this process was not followed and due to the passage of time rendering the appraisal ineffective it was decided that a receipt cannot be issued for these donations.

- It was further agreed that the Friends' website should direct parents who wish to make an in-kind donation to a Friends' member (Brenda or Paulo) so they can explain the process and facilitate the donation.

#### 8) CORPORATE DONATIONS

Mary was supposed to have a meeting with TCDSB officials to learn about the policies relating to corporate donations. The meeting was postponed to the following day (March 21). Kevin added a few questions for Mary to ask. Mary acknowledged and mentioned that for any follow-up questions she will try to connect Kevin to the appropriate officials.

#### 9) OTHER BUSINESS

A number of other matters was tabled and discussed by various members:

- Anthony confirmed that the crystal keepsakes for the retired directors had been ordered but Eni did not want the keepsake and, in fact, preferred the certificate as awarded in recent years. Everyone agreed that Eni should be awarded the certificate while Jan and David receive the keepsake.
- Natalie provided an update on the family which had requested their donation be refunded or redirected to another charity. This subject had been discussed at length in previous meetings and was discussed one more time with an effort to conclude it. Motion: to conclude the matter, decline the request to refund or redirect the donation and offer to have the three plaques removed. Moved – Paulo Martins; Seconded – Tracy Barber; All in Favour – Approved.
- Niloufer raised the matter of certain discrepancies between the bye-laws of Friends' and some of the practices (e.g. \$5 donation required to be eligible to become a member compared to \$35 as per the bye-laws). It was agreed that the board will read the bye-laws and discuss in the April meeting if any corrective action (e.g. amendment of bye-laws) was warranted.
- Confirmed next meeting is on April 10, 2018

Meeting adjourned at 7:00pm.