

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

Meeting time & location	CCA – Nov 8 th 2016 6pm
Directors present:	Jan Patterson (Chair), David Patterson, Tracy Barber, Eliza Ghinea, , Paulo Martins, Natalie Hegarty, Dennis Wintjes, Eniko Pittner (a- 6.15pm), Anne Bellissimo (a- 6.15pm).
Regrets:	Anthony Viola, Melinda Hackett
Guests:	Nil
Minutes taken by:	David Patterson

Meeting called to order: **6:02 p.m.**

Opening prayer: Paulo Martins

1) APPROVAL OF MINUTES (13th September meeting)

- Motion: To accept the minutes from 13th September 2016 meeting. Moved Tracy Barber Seconded Eliza Ghinea All in Favour – Passed
- Motion: To accept the minutes from the 11th October meeting. Moved Paulo Martins Seconded David Patterson All in Favour – Passed

2) TREASURER'S REPORT (PAULO)

- \$21,068 in the Friends bank account
- Account receivable from CSPC for \$5189 to reimburse Friends has paying for the 2nd computer as part of the 25th anniversary gift.
- \$5157 received in donations
- \$5900 spent for the computer and 2 speakers for Drama.

3) ACTION ITEMS UPDATE (JAN)

- 5/2016 – David has set up the Dropbox so this item is now complete
- 24/2016 – Anne reported that the link from the main CCAA website to the Friends website home page should be up tomorrow.
- 25/2016 – Anne reported the contract with the storage unit has been cancelled. One load of items has been removed, a second to be undertaken before the contract expires at the end of the month.

4) DIRECT DONATION UPDATE (JAN)

- \$8300 raised thus far in the new school year from 30 families. 3 donations of over \$1000, 10 over \$250.
- Discussion followed on how we can further the engage the parent community (i.e. the 770 families who have not yet donated). Suggestions included:
 - A simpler donation form (Tracy)

- Donation form included with the mid semester report (Jan)
 - Reporting to parents what we still wish to purchase and the amount required (Paulo)
 - Engaging the students, directly and through the Student Council to spread the word to their parents (David)
 - Survey to identify the major priorities (Eni)
 - There is a positive attitude in the student body at the moment for buttons. Perhaps this could be option to spread awareness (Anne)
- **Action Item:** Jan to contact the Student Council to invite them to attend the December Board meeting.
 - **Action Item:** Jan and Anne to coordinate a further email to parents and develop a simpler donation form to be included with the mid semester reports.
 - **Action Item :** David to address the student body at the Advent Mass on 6th December. Anne to assist in providing access for powerpoint presentation.

5) FRIENDS PROMOTIONS (ELIZA)

- Website - Mrs Rossi has indicated the first draft of the new website is nearly complete.
- Foyer TV – Advertisements promoting Friends were run on the Foyer TV during the University/Colleges evening. They are still continuing to run.

Action Item : Eliza to identify potential new advertisements or refreshment of the existing advertisements for the foyer TV

- Theatre Map- the suggestion was made to place a Theatre map online which indicates which seats have plaques on them and allow people to choose an allocated seat for their plaque when they make a \$250 donation. Initially this could be a pdf, but could at a later stage become interactive.

6) PLAQUE PROGRAM (ANTHONY)

- Jan has spoken with Anthony, and reported that 15 plaques have been ordered for the donations above \$250 received this far in the 2016-17 school year.

7) STORGE UNIT (ANNE)

- Please refer to Action Item 25/2016 above.

Meeting Adjourned 7.00pm

Next meeting Tuesday 6th December 2016, 6pm at CCAA

ACTION ITEMS

Ref	Action Items	Status	Who	Due By
01/2016	Find out how to transfer data between Simply Accounting and QuickBooks	Complete	Jan	12/04/2016
02/2016	To speak with Chris re Storage capacity, need, inventory updates	Complete	Dennis	12/04/2016
02/2016	Storage Rental Options for space and cost	Complete	Tracy / Dennis	12/04/2016
03/2016	Issue cheque for another 3 months for storage fee	Complete	Paulo	12/04/2016

04/2016	Update on Gmail accounts set up	Complete	Mel	12/04/2016
05/2016	Creation of Drop Box account	Complete	Mel/David	12/04/2016
05/2016	Find out contacts and plans for the Anniversary / set up meeting with Anne	Complete	Tracy/Dennis	12/04/2016
06/2016	Check the actual seats if installed and contact donors once it happened	Complete	Anthony	12/04/2016
07/2016	Paulo to send/email Anthony information for the 1K cheque for plaques	Complete	Paulo	12/04/2016
08/2016	To email Dennis for specifics on meeting schedule with Mrs. Rossi	Complete	Jan/Eni	12/04/2016
09/2016	To meet with Anne and meet with Arts Area Chairs – Band / Drama / Visual Arts / Dance	Complete	Jan/Natalie	12/04/2016
10/2016	To call individuals whose emails failed - to confirm email addresses	Complete	Natalie	10/05/2016
11/2016	Need to find cheques for storage / Anne will look for it as well	Complete	Paulo/Anne	10/05/2016
12/2016	Working on Word Press to change the new Form; will work on a PDF fillable Form	Complete	Jan/Dennis	10/05/2016
13/2016	Paulo to submit Friends tax return to the CRA	Complete	Paulo	14/06/2016
14/2016	Anthony to place order for 5 plaques next week. To determine the number of plaques ordered and installed this far in 2016 and report to next meeting.	Complete	Anthony	14/06/2016
15/2016	Conduct flower bouquets sales on Senior Drama Night on 19 th May	Complete	Tracy	14/06/2016
16/2016	Jan to craft an email and send to Anne to provide to the department heads, indicating to them that Friends has funds available to assist in purchasing item across all areas of the school.	Complete	Jan	14/06/2016
17/2016	Jan to send out to each of Arts areas their approved requests	Complete	Jan	23/06/2016
17/2016	To speak with Chris re Storage capacity, need, inventory updates	Complete	Tracy	13/09/2016
18/2016	Appreciation plaque handed to former President – Joanne	Complete	Eni	June 2016
19/2016	Appreciation plaque handed to former Treasurer – Susan	Complete	Mel	June 2016
20/2016	Storage Rental Options for space and cost	Complete	Tracy	13/09/2016
21/2016	Issue cheque for another 3 months for storage fee	Complete	Paulo	13/09/2016
22/2016	Find out who is responsible for the storage by Sept 20 th or we will not continue to pay by October 1st	Complete	Paulo	13/09/2016
23/2016	Notice to be sent to all parents, one mid September, one at Thanksgiving seeking additional donations	Complete	Anne & Jan	11/10/2016
24/2016	Investigate the possibility of putting a link to the Friends website on the main CCAA website. Link to be established when new Friends website up and running	Complete	Anne	8/11/2016

25/2016	Department heads to be contacted on their storage needs and status (i.e. keep or throw out) of their items currently in storage.	Complete	Anne	8/11/2016
26/2016	Contact the Student Council to invite them to attend the December Board meeting.	Pending	Jan	6/12/2016
27/2016	Jan and Anne to coordinate a further email to parents and develop a simpler donation form to be included with the mid semester reports.	Pending	Jan/Anne	6/12/2016
28/2016	David to address the student body at the Advent Mass on 6 th December. Anne to assist by providing access for a powerpoint presentation.	Pending	David/Anne	6/12/2016
29/2016	Eliza to identify potential new advertisements or refreshment of the existing advertisements for the foyer TV	Pending	Eliza	6/12/2016
