

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

Meeting time & location	CCAA – June 6, 2017
Directors present:	Jan Patterson, Natalie Hegarty, Anthony Viola, Brenda Bao, Paulo Martins, Niloufer Pasha, , Renita Greener (on phone), Tracy Barber, David Patterson, Anita Anton, Eniko Pittner, Eliza Ghinea
Regrets:	Anne Bellissimo
Guests:	
Minutes taken by:	David Patterson

Prior to the meeting, the Board was provided with a presentation of the new Friends website by Mrs Rossi and her students. Please refer to the notes to these minutes.

President Jan Patterson chaired the meeting. Meeting called to order: **6:35 p.m.**

Opening prayer: Eniko Pittner

1) APPROVAL OF MINUTES (May 9th, 2017 meeting) (Jan)

- Motion: To accept the minutes from May 9th, 2017 meeting. Moved Tracy Barber Seconded Anthony Viola All in Favour – Approved

2) TREASURERS REPORT (Brenda)

- Our overall balance is now at \$41,536. \$1227 in funds raised yet to be banked. \$522 in outstanding payments to be made.
- There is approximately \$8,000 in committed funds yet to be spent (Ballet barres, music computer)
- CRA Charity submission to be lodged by June 30.

3) ACTION ITEMS UPDATE (Jan)

- 13/2017 – Completed
- 18/2017 – Pending
- 19/2017 – Completed
- 20/2017 – Completed
- 21/2017 – Pending
- 22/2017 - Pending

4) DRAMA CONCERT UPDATE (Tracy)

- \$245 raised in flower sales, \$675 in donations

5) PLAQUE PROGRAM UPDATE (Anthony)

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- 177 plaques now in the Theatre

- Another order of 6 to submit

6) UPCOMING EVENTS

- Dates for upcoming events are:
- June 28 – Grade 12 Graduation
- June 29 – Grade 8 Graduation
- late Sept/early Oct- Curriculum night BBQ

7) LOGO COMPETITION (Paulo)

- Nine entries were received
- Board members ranked their top 3 prior to the meeting and returned to Paulo
- Top three voted on at the meeting. Entry #6 was the winner. Paulo to advise winner and request that the entry be modified to include the complete name of Friends of Cardinal Carter Academy For The Arts.

8) PURCHASE REQUESTS (Jan)

- All requests were tabled and discussion undertaken on the merits of each request.
- \$34,000 was available for consideration
- Motion: That the requests of English (\$1,318), Technology (\$2,453) and Visual Arts (\$4,000 for a new Kiln) be approved. Moved Jan Patterson, Seconded Anthony Viola. All in favour. Approved
- Motion: That \$9,000 be allocated towards the purchase of a new projector for the Theatre. Moved Anthony Viola Seconded Niloufer Pasha. All in favour. Approved. Action Item: Tracy Barber to reach out to a contact who may be able to assist in identifying an appropriate projector within the \$9,000 price range.
- Motion: That \$11,840 be allocated to the purchase from Wenger of the Tourmaster 3 Step Choral Risers with Backrail. Moved Jan Patterson Seconded Eliza Ghinea. All in favour Approved
- Motion: That \$750 be provided for the purchase of a new BBQ for the school. Moved Natalie Hegarty Seconded Eliza Ghinea. All in favour. Approved.
- A total of \$29,361 was allocated to purchase requests, leaving approximately \$5,000 still in available funds.

9) OTHER BUSINESS

- No other business was discussed

NEXT MEETING

- Next meeting: Date for the September meeting to be determined once the CSPC schedule for the new school year is determined.
 - Meeting Adjourned 8:35pm
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ACTION ITEMS

Ref	Action Items	Status	Who	Due By
28/2016	David to address student body at Easter Mass on 19 th April. Anne to provide access for a ppt presentation.	Complete	David/Anne	19/4/2017
1/2017	Jan to send Anne an electronic flyer for inclusion in the new parents introductory package	Complete	Jan	28/2/2017
2/2017	Anne to look at Google Docs as a possible option for the storage of Friends docs. Anne to further investigate.	Complete	Anne	21/3/2017
3/2017	Paulo & Natalie to work on a Friends new logo contest for the students	Ongoing	Paulo Natalie	21/3/2017
4/2017	Jan to print out extra donation forms Stud.Reg night	Complete	Jan	22/2/2017
5/2017	Jan to update Director Name Tags and Draw Prize details for Stud.Reg.night	Complete	Jan	22/2/2017
6/2017	Brenda to prepare a Donation Box and bring her I Pad for Stud. Reg. night	Complete	Brenda	22/2/2017
7/2017	Eni to meet with Carter Student Volunteers .	Complete	Eni	22/2/2017
8/2017	Jan to prepare a letter to authorize Paulo and Brenda's	Complete	Jan	21/3/2017
9/2017	Volunteers to be enlisted to support with April Arts Event	Complete	Tracy	21/3/2017
10/2017	Volunteers to be enlisted with May Arts Event	Pending	Tracy	10/4/2017
11/2017	Jan to follow with her employer on the possibility of getting a computer donated to Friends	Complete	Jan	10/4/2017
12/2017	Jan to organize appreciation certificates for Dennis and Melinda	Complete	Jan	10/04/2017
13/2017	Anne to send a JPEG of the Carter Logo to Jan	Complete	Anne	11/04/2017
14/2017	Paulo to send the Logo contest Poster to Anne	Complete	Paulo	11/04/2017
15/2017	Anne to send the link of #onthisrock	Complete	Anne	11/04/2017
16/2017	Anthony to confirm with Eliza seating plan for Theatre plaque program.	Complete	Anthony	11/04/2017
17/2017	Brenda to send Anthony the name and e mail address for the individual who would like to know where their engraved plaques are located.	Complete	Brenda	11/04/2017
18/2017	Review of current criteria for Friends Awards	Pending	Tracy	09/06/2017
19/2017	Board members to be emailed final entries in Logo competition	Complete	Paulo	09/06/2017
20/2017	Jan to provide a legacy letter to Anne to send to Grade 12 parents	Complete	Jan	09/06/2017
21/2017	Tracy to include United Way donation option in the Annual Family Donation Plan letter to be provided to Anne to be sent out to parents in the August mailout.	Pending	Tracy	07/08/2017
22/2017	Jan to check status of Friends Instagram account with a view to linking to Carter Council	Pending	Jan	09/06/2017

23/2017	Tracy to reach out to a contact who may be able to assist in identifying an appropriate projector	Pending	Tracy	Sept 2017
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WEBSITE NOTES

- Jan to send the revised donation form to Mrs Rossi to be placed on the new website
 - Anthony to provide two photos of plaques to go on the website as an sample
 - Consideration to be given to removing PayPal as a donation option
 - News Page - Page to be resigned so that the text is at the top ahead of the purchases. Also Sub Pages to be created as follows
 - AGM Minutes
 - Board meeting Minutes
 - Announcements
 - Contact Us Page to be added. General enquires page to be moved from the Board of Directors page to the Contact Us page.
 - Email contact for the plaque program to be added to the Contact Us page
 - Mrs Rossi to email Photoshop file of the Theatre Map to Jan to be provided to Anthony Viola to be updated as needed.
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