



March 22, 2022 - **BOARD MEETING MINUTES**

OFFICERS AND DIRECTORS

Katharina Mertens - Tropper
Director & President

John Pazzano
Director & Vice president

Yaritza Martinez
Director & Treasure

Nadia Bruni
Director & Secretary

Raluca Magdas
Director

Gaitri Singh
Director

Maria Pazzano
Director

Mary Topping-Keenan
Ex-Officio Member

Hayley Ohling
Ex-Officio Member

Anita Anton
Ex-Officio Member

**Registered Charity #85619
1549 RR0001**

Meeting time and Location

March 22, 2022 - Microsoft Teams

Directors present:

John Pazzano, Yaritza Martinez, Nadia Bruni, Raluca Magdas,
Gaitri Singh, Maria Pazzano

Regrets:

Katharina Mertens-Tropper, Raluca Magdas

Ex-Officio and Guests:

Vincent Valeri / Ray Sanborn / Hayley Ohlig

Minutes taken by:

Nadia Bruni

Meeting called to order: 6:12 pm

1. Welcome Remarks

- Prayer - Yaritza
- Approval of February minutes - 1. John 2. Yaritza

2. School update

- Return to school without masks and social distancing
- Students can wear masks if they choose
- Arts departments met to plan for performances that will occur in mid-May to second week of June on the Carter stage; TPH has given approval
- Each week will be a different group performing
- Dates: May 9th Dance; May 16th Vocal and Strings; June 2 Band; June 6 Drama



3. Treasurer Update: Yaritza

- February 15, 2022 opening balance \$ 7344.75
- March 21, 2022 closing balance \$ 6878.48
- No income this month
- With upcoming Arts performances in May and June, we will have funds coming in

4. Website update: Raluca

- Student updated theatre chart - posted on website (red seats taken; blue seats still available)
- Some donations in excess of \$250.00 have been made for seats
- Maybe have a drive to sell the rest of the seats - focus on Spring presentations

5. Playbook update: Maria

- Summary of surveys will be forwarded via email
- Surveys can be transferred to an Xcel document
- Extend the time to the end of this week to complete the forms
- Items for purchase should be sourced through local shops, not big box stores
- Mrs. Keenan to purchase smaller items; larger items need to be purchased through board vendors
- Playbook - document work being done
- FRIENDS committee to be present at booth each night at May/June Art performances
- At each event, someone will speak to the audience to highlight FRIENDS
- Precovid - there was an iPad at the booth to donate on the spot
- Alumni campaign - call out to alumni to donate and advocate for FRIENDS
- September 2022 - larger fundraising events



7. Social - Maria on behalf of Katharina

- Katharina spoke with student council
- Volunteers with social and newsletter
- Approval from Mrs. Keenan for students to participate, and to post on our social media account
- Facebook Alumni page will share the word and they are happy to post on their page
- Invite CSPC to a FRIENDS Board meeting - John to email Caroline and co-chair to attend quarterly meeting

Next meeting: Tuesday, April 26 @ 6 pm, same day as CSPC



- Cheque was issued for requests and given to the school
- One item had already been purchased but not granted by FRIENDS money - projector for Dance department
- Year end for 2021 was filed with CRA. Audited financial statement
- Directors can have access for 2021 fiscal year
- Year end balance on December 31, 2021 \$15 889.00

4. Plaque Update (Tony)

- Two things have been updated: Excel spreadsheet of all the assigned plaques, and the PDF version
- Summer student working with Raluca on an ongoing basis, using the Adobe Illustrator Program
- John will meet with Tony
- Donations: 23 plaques are on order; 2 people didn't want a plaque; 3 x \$1000 donations from a family; 2 x \$500 donations
- Question: How long do plaques stay on the seats?
- There are 142 seats that do not have a plaque on them right now.
- Other ideas: Bricks outside or on the ground; Wall donation dependent on the amount (Canada Helps keeps a running donation)
- Tax season – donors get the tax receipt right away online. A physical tax receipt can be provided as well.
- Thank you notes go to the donors. John will create a few letter templates, which will become part of the Playbook.

5. Website Update – Raluca

- Raluca renewed the domain
- Renewed subscriptions for 3 years, \$67
- Board and AGM are updated; 2021 has been archived; plaque map needs to be updated
- Add itemized list from teacher request form
- Katharina received an email from Mr. Matthews and Ms. Lava, asking for a small amount of money to redo the floors
- Dance has not received a lot; school or FRIENDS to fund – tabled to the next meeting

3. Treasurer Update (John and Yaritza)

Transitional stage report from John

- January 18, 2022 Balance \$16 285.03
- February 15, 2022 Balance \$7344.75



6. Playbook – Katharina and Maria

- Maria has been working on it. It is meant to provide governance and guidance plan for FRIENDS. It will be ready by September 2022.
- Manual can be updated every year, and templates can be changed
- Maria presented the Playbook (see attachment)
- Playbook will be shared with Members. They can provide feedback.

7. Social - Katharina

- Not a lot of changes this month
- Leveraging some of the virtual and live videos by the Drama and Dance departments, Carter Creates (all art areas)
- Social campaign – for digital costs due to COVID – what are we fundraising for?
- Send out a survey for general wants for next year. Let teachers know the Google form is coming. 1 item that benefits everyone

8. Open Items:

- Check if the corporate list is still active; direct contacts and businesses
- Alumni outreach – Ray – Alumni Facebook group – perhaps they would like to join the Board next year
- Alumni – get them to participate – Vocal - Lessons and Carols; Band – come back for Spring Concert
- Alumni to be regular donors and be included in events
- Email the newsletter to donors, alumni and current CCAA students
- John can get students to help and work on this.

Next Meeting: Tuesday, March 22 @ 6 pm – same day as CSPC