



OFFICERS AND DIRECTORS

May 2020 BOARD MEETING MINUTES

Kevin Hendershot
Director & President

Nela Martins
Director & Vice President

Todd Josifovski
Director & Co-Treasurer

Crystal Chialtas
Director & Secretary

Eliza-Daniela Ghinea
Director

Douglas Alderman
Director

Katharina Mertens - Tropper
Director

Raluca Magdas
Director

Tony Cornacchia
Director

Mary Topping-Keenan
Ex-Officio Member

Ray Sanborn
Ex-Officio Member

Donna Marie Baratta
Ex-Officio Member

Linda Bugaziyanos
Ex-Officio Member

**Registered Charity #85619
1549 RR0001**

Meeting time & location	CCAA– May 5th, 2020
Directors present:	Kevin Hendershot, Nela Martins, Doug Alderman, Todd Josifovski, Raluca Magdas, Eliza-Daniela Ghinea, Tony Cornacchia, Katharina Mertens-Tropperi, Mary Topping- Keenan, Raymond Sanborn, Crystal Chialtas
Regrets:	
Guests:	
Minutes taken by:	Raluca Magdas

Meeting called to order: **8:00 p.m.**

1. Approval of April 2020 Minutes – 8:05 p.m.

- Kevin asked the board members to review the April 2020 Board Meeting Minutes. Nela approved; Crystal Seconded.
- School update - On hold until May

2. MISSION & ROLE REVIEW

3. TREASURERS REPORT - 8:10 p.m.

- Budget year to date - \$9698.13 - FRIEND April Account Balance was:
- Opening Balance (Mar 1) \$9,406.96
- Closing Balance (Mar 31) \$9,698.13
- Net Deposits \$291.17
- Debit \$0
- Current Account Balance (May 5) \$9,717.43
- CRA/Tax Receipt filings – in process
- School mailbox – CRA filing notice (to be checked)

4. PLAQUE REPORT – 8:15 p.m.

- Additional plaques and trophy store open update
- Graduation email idea approved for grad plaques (May 5-June 5) idea – class of 2020 year is the focus – way to be remembered – Tony/Crystal

5. WEBSITE REPORT 8.25 PM – Website Walk Through provided by Eliza

- Eliza has done all the require regular maintenance and website cleaning:
 - News: Join our volunteer list with new email connection to friendsofcca@gmail.com
 - Become a Friend: contact us emails added

36 Greenfield Avenue, Toronto, ON M2N 3C8. www.friendsofcardinalcarter.ca
friendsofcca@gmail.com



- Board of Directors: friendsofcca@gmail.com (Kevin & Nela) and friendsofcca.treasurer@gmail.com (Todd)
- FAQ: updated 'Who are the members...'
- Alumni (Hidden): same as volunteer list and just tweaking the process at this point
- Feedback & Ideas : should we optimize our 'contact us' options under one section? Become A Friend or is that not clear?

6. DONATION GOALS – 8:40 p.m. (Kevin, Katharina, Nella, All)

- Grants/Family Foundations update (Kev JP Udo (letter help, grant help))
- Tony Fundraising Connections September
- Social properties (Focus: FB, Insta) update and strategy document (Melissa Miller contact) – test out with the plaque reach out
- Promotion: Letter, school video production (Donna contact – 2020/2021 video for Sept?), yearbook editor clearance, FB Video Kevin etc

OTHER – 8:45 p.m.

- COVID-19 Message On Website (pop up or in News along with FB and Insta)

To everyone in our CCAA school community we send health and safety to all. This time is impacting our personal and professional lives in ways we never thought possible. However, by taking care of ourselves, supporting each other and following our local public health units advice, we know we will get through this! FRIENDS continues to operate with our board members meeting monthly through virtually meetings to plan how we can help the school and our talented students during this time. From all of us on the board, please take care, stay positive and find those silver linings during this time. We all look forward to a new beginning post COVID-19 and together, we will get through this, because that's what FRIENDS do.

- Friends Award process and selection (Kevin, Mary) – specific description already written and left up to the awards committee at school (Gr.12, Plaque/Certificate) seat/wall?
- End of year email
- CSPC Connect (Linda Kev)
- Vince/Donna/Mr. Huang Alumni Connects & Alumni Night/Testimonials Add to website our story

Next meeting on June 2nd 2020 – 8:00 p.m. (Last of the year)

Meeting adjourned at 9.00pm.

36 Greenfield Avenue, Toronto, ON M2N 3C8. www.friendsofcardinalcarter.ca
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